

JOB DESCRIPTION

Job Title:	Associate Trainer
Responsible To:	Training Manager
Conditions of Service:	<ul style="list-style-type: none"> • Freelance position
Salary:	£200 to £400 per day depending on type of training and facilitation
Contract:	Freelance
Location:	London

Main Purpose of Job

To provide high quality training to external organisations on behalf of Solace Women's Aid on topics related to domestic and sexual violence. The trainer will:

- Deliver training courses as developed by Solace Women's Aid, including accredited courses, to an agreed standard
- Carry out monitoring and evaluation
- Complete the necessary paperwork for accreditation processes
- Liaise with the Training Manager to facilitate smooth delivery of the training
- Participate in observations as required for quality control

Key Tasks and Responsibilities

- Create a safe, supportive learning environment for participants
- Ensure training delivered is participatory, interactive and engaging
- Maintain confidentiality in all matters relating to Solace Women's Aid
- Follow Solace Women's Aid training guidelines and policies
- Ensure the gathering of all necessary monitoring and evaluation data

- Ensure the necessary paperwork is completed for CPD accredited training
- Maintain excellent communication with the Training Manager, and other trainers if co-facilitating sessions
- Be committed to own professional development
- Work flexibly as agreed with Training Manager to meet the demands of the role – this may involve travel outside of London on occasion

Corporate Responsibilities

- Adhere to Solace policies and procedures
- Ensure effective implementation of Solace's Equality and Diversity policies and ensure awareness and integration of an equalities and human rights agenda in all your work
- Ensure that the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Solace

Carry out other duties appropriate to the post as requested by the Training Manager.

Whilst every endeavour has been made to outline the duties and responsibilities of the post, these duties are not exhaustive.

PERSON SPECIFICATION

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for **each** of the Person Specification criteria.

Experience	Recognised training/teaching qualification desirable
	Experience of delivering training on topics related to violence against women and girls
	Significant experience in the subject areas covered by the training
	Experience applying anti-discriminatory practice whilst delivering training
	Relevant work experience
Knowledge + Understanding	Understanding of the principles of adult learning
	In depth knowledge and understanding of violence against women and girls. Specialist understanding in one of more of the following areas desirable: housing; multiple disadvantage; sexual violence; working with trauma
	Knowledge and experience of conducting monitoring and evaluation
Skills + Abilities	Ability to facilitate training in face to face environments, using learner-centred, participatory techniques
	Ability to work flexibly to meet the participants needs, whilst meeting set learning outcomes and objectives
	Ability to create a positive learning environment, effectively manage group dynamics and individual participants
	Excellent written and verbal communication skills
	Ability to conduct monitoring and evaluation, and use feedback to inform development of skills
	A thorough understanding of anti- discriminatory work and practice



	A commitment to the values and ethos of Solace Women's Aid
Values + Ethos	A commitment to fostering innovation in working practice
	A flexible approach to your work
	A commitment to respecting and valuing service users' perspectives and involvement in Solace