



HEAD OF TRAINING

Leading delivery and development of all StreetlightUK training, including our Deterring re-offending, Wellbeing and Professional Development Courses.

Role Description:	Head of Training
Contract hours:	21hrs per week
Location:	London
Reporting to:	CEO
Salary:	£27,300 - £29,484 (fte)

This post is restricted to female applicants only under Section 9 of the Equality Act 2010.

Do you want to make a difference and be part of an organisation that has been supporting victims of sexual violence and exploitation for 10yrs!

This is an opportunity to join us at an exciting time, as our Head of Training you will play a pivotal role in delivering and developing StreetlightUK courses to the required standard and content. Our deterring re-offending “YOU CHOOSE”, Wellbeing and Professional Development Courses, receive incredible results and satisfaction ratings and are delivered by passionate, well-trained, adaptable trainers, supported by expert advice and guidance.

The role benefits from a competitive salary, pension, 25 days holiday (plus all bank holidays), and 4 wellbeing and volunteer days. It will also provide opportunities to grow and develop your career, achieve a healthy work life balance and to be recognised for the great work you do.

PURPOSE OF THE ORGANISATION

- 1) Ending sexual exploitation and violence towards women involved in prostitution.
- 2) Recognizing the barriers to exit and providing women in the sex industry with direct support, enabling fresh choices to overcome these.
- 3) Shifting the burden of the law in the UK by influencing policy, practice and public discourse in the UK, alongside survivors regarding prostitution.

WHAT WE ARE LOOKING FOR

- A passionate, adaptable, engaging and self-motivated trainer, with energy and confidence to develop and take an overall lead on all aspects of training both internally and externally.
- To do this role effectively you should have an excellent understanding and experience in delivering, managing and co-ordinating training events and programmes.
- Having experience of working with vulnerable adults, a highly developed sense of self-awareness and have the ability to work in a gender and trauma informed way is also desirable.

- Be proactive and organised in ensuring any paperwork required is complete and that all requirements for the course are scheduled for the smooth running of the course.

WHAT DOES THE ROLE OF LEAD TRAINER INVOLVE?

Your day-to-day duties will include:

1. Lead on the development and delivery of StreetlightUK deterring re-offending and wellbeing courses, as well as our bespoke training for other professionals.
2. Work collaboratively with the CEO and Operations Manager to develop courses of similar topics at different levels that are aligned with one another to provide a joined up approach to training courses.
3. Network with external partners and sector specific groups to share knowledge, represent StreetlightUK's interests and build own knowledge and CPD.
4. Ensure all training administration is completed accurately and in good time for all courses.
5. Work flexibly in leading the team in the development of resources and guidance for providers and staff where directed by the CEO.
6. Create content for StreetlightUK training for professionals externally and for staff induction and ongoing personal and team development.
7. Work with staff, casual workers and volunteers to maintain good relationships and high standards of training and assessing across the organisation.
8. Pilot new initiatives in training when required
9. Accurate completion and prompt submission of all relevant course documentation, including evaluations and feedback from course attendees, to show impact and effectiveness of courses.

AM I THE RIGHT PERSON FOR THIS LEAD TRAINER POSITION?

At StreetlightUK, we are looking for individuals to work for us who are passionate about our charity goals and values. We are looking for an enthusiastic person with excellent interpersonal skills, who is also organised, has meticulous attention to detail and can demonstrate strong organisational and time-management skills. We are looking for someone who has a confident, professional, and approachable training manner

OTHER RESPONSIBILITIES

- 1) Managing communication with Police teams and StreetlightUK Finance team to ensure payments are made prior to course delivery for all participants.
- 2) To be willing and able to travel to different locations across London and the south east to develop the course in other boroughs and counties.
- 3) Attend annual team training days in London and any other training provided.

TEAM WORKING

- 1) Attend staff meetings and relevant internal meetings, briefings / debriefing, and handovers as needed.
- 2) Attend the annual team training days (in London and Sussex) and any other training provided.
- 3) Work safely and considerately in Streetlight UK's office.
- 4) Liaise with volunteers to support and increase the impact of the project.

- 5) From time to time the contract worker may be required to perform other duties commensurate with their role and abilities, as reasonably required, to facilitate the smooth running of the charity.

DATA MANAGEMENT

- 1) Responsible for recording and entering all cases and notes, outreach recording and partner meeting recording forms onto StreetlightUK's remote access management filing systems.
- 2) Contributing towards data collection and impact recording (via Performance, Outgoings and Monitoring (POM) Form and provide data for reports to trustees and other funders.

SUPERVISION

- 1) Commit to supervision and performance management sessions with your line manager and to external supervision where appropriate.
- 2) Commit to a good working relationship with the whole StreetlightUK team (based in London and Sussex) supporting the healthiness of the wider team.

PERSON SPECIFICATION:

QUALIFICATIONS

- 1) Educated to degree level or equivalent professional experience (Essential).

EXPERIENCE

- 1) Demonstrable Experience in Leading Training Events/Workshops including organising, managing and delivering courses/events both in person and online.
- 2) Experience of organising and delivering small group training.
- 3) Experience of communicating and organising with a variety of staff (Essential).
- 4) Knowledge of key issues of those involved in prostitution and sexual violence.

DESIRABLE:

- 1) Experience of working within the criminal justice system and/or Health/Exiting prostitution (please state).
- 2) An understanding of how statutory bodies such as the police and Local Authorities operate.
- 3) Experience of service user involvement.
- 4) Working in a trauma and gender informed approach.
- 5) Experience of working with Local Authority services.
- 6) Direct experience of the charity sector.

SKILLS, KNOWLEDGE AND EXPERTISE

ESSENTIAL:

- 1) Ability to co-ordinate and prioritise workload.
- 2) Excellent IT skills and in-depth knowledge of Microsoft Office packages: Word, PowerPoint, Excel, Outlook, and databases.

- 3) Good interpersonal skills with the ability to communicate and work effectively across teams with a variety of people both inside and outside the organisation.
- 4) Excellent oral and written communication skills.
- 5) Professional level of accuracy in all work with excellent attention to detail and excellent written English.
- 6) Excellent customer service skills with a proven ability to respond positively and proactively to colleagues and external contacts.
- 7) Ability to handle confidential and sensitive material.
- 8) Excellent organisational skills with the ability to prioritise workload and recognise tasks that need to be prioritised and completed on a daily basis.

DESIRABLE:

- 1) Knowledge of the DWP Welfare Systems (basic Housing, Benefits Law).
- 2) Experience of supporting women regarding their mental health assessments.
- 3) Experience of problem solving or developing existing strategies.

FURTHER INFORMATION FOR APPLICANTS

Equal Opportunities

Streetlight UK sets a high standard for its contract practices and its work. Many of our roles are restricted to Female applicants only, however people are recruited based on their merits, skills and abilities. We work towards ensuring that no job applicant receives less favourable treatment on the grounds of racial group, origin or nationality, disability, marital status, age, sexuality, political, religious beliefs or trade union activity.

STREETLIGHT UK Ethos

We are a charity inspired by Christian values that are foundational to the way we work. These values are core to our organisational culture and shape our working practices and service delivery.

This means:

- Compassion motivates us, and we seek to serve people who are often marginalised and misunderstood by society to the best of our ability recognising the inherent value of each individual we encounter. Jesus showed this humility and conviction throughout His life, and we continue to be inspired and invigorated by His example and message.
- Whilst these are our organisation's core beliefs, we will never look to impose them on anyone.
- We are committed to social justice and opposed to all forms of discriminatory practice.
- By offering support we seek to show options, and increase an individual's capability to make positive decisions for themselves.

Anyone looking to join Streetlight UK teams, either as staff, or in a voluntary capacity must respect this ethos and will be expected to work within this framework to assist the charity towards achieving our vision of exposing and ending sexual violence and exploitation of women.

At Streetlight UK, we come into contact with groups of individuals from various perspectives on prostitution/selling sex. We recognise that the routes into prostitution and women's experiences of the

sex industry vary but we view prostitution as a form of 'violence against women and girls' (VAWG) due to the harm we have found to be inherent.