

Job Title: Assessor/Trainee Trainer**Salary:** £29,115.76 (pro rata)**Hours:** 22 hours/week**Report to:** Head of Training & Development and Business Manager**Base:** Remote, working from home**Main Purpose:**

To assist the Head of Training and Development with the coordination and delivery of training to organisations, partners and staff as directed. To assess learner's work against assessment criteria offering constructive feedback. To support the Head of Training and development in the development of new training products.

Key Responsibilities:**Corporate:**

1. To maintain and demonstrate a commitment to the Organisation's vision, values and strategic aims and objectives.
2. To maintain high standards of professionalism and keep abreast of current legislation, standards, best practice and maintain a focus on continuous improvement.
3. To maintain knowledge of the Organisation's operating environment.

Main Tasks:

1. To assist in the development, and delivery of training focused on domestic abuse, sexual abuse and stalking.
2. To assist to write and develop materials and documentation to support the successful delivery of training.
3. To assess submitted work timely within timescales, offer constructive feedback to learners and report on progress and findings.
4. To attend standardisation meetings and quality assurance meetings.
5. To facilitate and continually support development, writing and delivery of training packages.
6. Ensure that all monitoring information is delivered on time, and that KPI's are met individually.
7. Ensure that consistent and accurate monitoring systems are maintained, and that all monitoring data is completed on time.
8. To always act in a professional manner, communicating effectively with colleagues and partners, building and sustaining effective and appropriate relationships at all times with clients, colleagues and partners and complying with Safer Places policies and procedures.
9. Comply with the code of conduct and uphold standards of best practice.
10. Ensure all records are maintained accurately and confidentially and databases are up to date.
11. Provide day to day supervision to the associate trainers and assessors and any volunteers.

- who from time to time may deliver training and programmes on behalf of Safer Places.
12. Support colleagues and partner agencies, through awareness raising and institutional advocacy, in order to provide the best possible service for victims of stalking.

General:

1. Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
2. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.
3. The role holder will be able to work within the Safeguarding arena following organisation policies and procedures, be able to Recognise; Respond to; Report and Record Safeguarding issues and to understand Safeguarding Referral Pathways and where appropriate make and support staff to make high quality Safeguarding Referrals.
4. Respect and value the diversity of the community in which the service works in, providing a service that recognises the diverse needs of victims.
5. To work with the line manager to ensure the Organisation is kept up to date on government policy and initiatives relating to evidence-based practice, programmes, and training.
6. To promote Safer Places externally as directed.
7. The role holder will be expected to perform any other duties that may reasonably be asked of them.
8. To work flexibly within the shift pattern allocated by your line manager.

Person Specification:

Attributes		Essential / Desirable	How Demonstrated	Further Action
Experience	Experience as a practitioner in either the voluntary or statutory sector working with victims of domestic abuse and their children	Essential	Application form	
	Experience assessing workbooks against assessment criteria	Essential	Application form	
Knowledge	Knowledge of the domestic abuse sector including legal systems, child protection and advocacy options available to victims of domestic abuse and stalking	Essential	Application form	
	An understanding of policy as it relates to	Essential	Application form	

	domestic abuse and stalking			
	An understanding of public protection arrangements, the provision of policing, health and social care, and of multi-agency/partnership working	Essential	Application form	
Skills	Good numeracy and literacy skills	Essential	Application form	
	Report writing skills	Essential	Application form	
	Ability to use Microsoft word, email, and internet	Essential	Application form	
Qualifications	Relevant qualification as an Assessor	Desirable	Application form	
	Relevant qualification for training adults e.g., PTLLS, C&G 7300, CIPD etc	Desirable	Application form	
Personal Characteristics	Passionate about Equity, Equality, Diversity and Inclusion	Essential	Application form	
	Flexible, reliable and well organised self-starter with a planned and structured approach in order to manage several work streams simultaneously	Desirable	Application form	
	High performing and motivated team player with the determination and focus to drive projects through to implementation and exceed customer expectations	Essential	Application form	
	Able to organise workload, prioritise competing demands and work to	Essential	Application form	

	deadlines			
	• Able to maintain confidentiality and security	Essential	Interview	
	• Flexible approach to work	Desirable	Interview	
	• Committed to the principles of equality and diversity		Interview	
	• Committed to ongoing professional development and learning and optimistic about the possibility of personal growth and change		Interview	
Other Requirements	• Subject to Enhanced DBS Check	Essential	Application form	Shortlist score