

## Job Description

<b>Job Title</b>	Learning Development / Training Officer
<b>Accountable to</b>	The Board of Trustees / Chief Executive
<b>Line Manager</b>	Chief Executive
<b>Hours of Work</b>	35 hours per week (full time)
<b>Salary</b>	£27,500 to £29,500 (dependent on experience)
<b>Closing Date</b>	Thursday 21st September 2023 at 5 pm

## Job Purpose

To prepare, quality assure, and facilitate / deliver, high quality domestic abuse-related learning development and training opportunities for multi-agency partners operating within the borough of Sefton. To oversee SWACA's internal learning development / Continuing Professional Development (CPD) strategy and approach.

## Job Responsibilities

1. To identify, coordinate, create and facilitate / deliver domestic abuse related learning development and training activities and programmes for multi-agency professionals working with communities in Sefton.
2. To build, and maintain, relationships with key stakeholders, service users, and trainers / facilitators.
3. To enable access, through effective promotional activities, to SWACA's learning development / training offer, for all key multi-agency stakeholders.
4. To evaluate the quality and impact of the SWACA learning development / training offer, by capturing and analysing data, and feedback, gathered, informing developments and improvements.
5. To provide the Chief Executive and Board with regular learning development / training impact, and performance, reports, contributing to SWACA's quality assurance systems.
6. To provide logistical support for all SWACA-led learning development / training activities and programmes.
7. To identify (own) learning development and training needs and agree with the Chief Executive appropriate learning development activities to be undertaken.
8. To maintain an awareness of SWACA's operating environment, including legislative developments, social trends and local issues, which inform the learning development / training offer.
9. To effectively represent SWACA at external events and meetings.
10. To promote the interests of the organisation at all times.
11. Other similar duties may be allocated from time to time, appropriate to the general character of the post.
12. It is a requirement of the post that some evening work is undertaken for which time in lieu will be authorised.

## Person Specification

Specification	Assessment Method*
<b>Essential Requirements</b>	
<b>Experience/Education</b>	
At least 2 years' experience in developing, and delivering, high quality learning development and training activities, and programmes, focused on a social care theme / context.	A/I
Ability to plan, monitor, analyse and effectively report on the SWACA learning development / training offer.	A/I
At least 2 years' experience in reaching, engaging and sustaining multi-agency stakeholders accessing learning development / training within a social care theme.	A/I
<b>Knowledge</b>	
Understanding of the key principles in designing, facilitating, and delivering multi-agency learning development / training activities and programmes within a social care theme.	A/I
Understanding of a range of learning theories and how to enable a SWACA person-centred learning process / system.	
IT literate, including in the use of Microsoft Office software.	A/I
A general understanding of the impact of social challenges, (domestic abuse, substance misuse, mental health etc.), for women, men, children, and young people.	A/I
<b>Competencies</b>	
Excellent organisational skills.	A/I
Ability to prioritise tasks and areas of work under pressure, and to respond to unexpected situations.	A/I
Excellent verbal and written communication skills.	A/I
Effective problem solver.	A/I
Ability to maintain effective working relationships with all relevant agencies, through diplomacy, negotiation, and resilience.	A/I
Ability to maintain high professional standards in adherence to agency policies and procedures.	A
Self-motivated and competent at managing own workload.	A/I
Ability in, and commitment to, pro-actively engaging with professional learning development opportunities.	A/I
Ability to work to SWACA's values and ethos.	A
<b>Desirable Requirements</b>	
A relevant professional qualification.	A
An understanding of the Voluntary, Community and Faith Sector.	A
Experience in delivering presentations / talks to a range of interested audiences.	A

**Assessment Method:** A – Application I – Interview

**Notes:**

1. Due to the nature of SWACA's work, it will be necessary for a satisfactory enhanced disclosure to be secured via the Disclosure and Barring Service.