

Training Coordinator's Job Description

POST:	PART-TIME TRAINING COORDINATOR
ACCOUNTABLE TO:	WOMANKIND CEO
HOURS:	18.75 hours per week
SALARY	£26,466 pro rata
CONTRACT:	FIXED TERM – 12 MONTHS

The Health Inequalities Training Project is a partnership between Womankind and Missing Link. Both charities provide a range of high quality and specialist mental health services for women living in Bristol and the surrounding area.

JOB PURPOSE

The purpose of the Training Coordinator role is to coproduce and deliver a training programme to raise awareness of the unique experiences that women encounter in their journey from cradle to grave with particular emphasis on those who face inequality in different aspects of their lives. The training will be delivered to Bristol, North Somerset, and South Gloucestershire (BNSSG) workforce (volunteers, staff, and/or partners if applicable).

The Training Coordinator(s) will be responsible for planning, implementing, coordinating and evaluating all trainings delivered by Missing Link and Womankind to BNSSG workforce. The Training Coordinator(s) will promote the training to gauge participants and act as the main point of contact for all training related enquiries and requests from trainees and stakeholders. She will coordinate and communicate in accordance with Missing Link and Womankind's policies in order to maintain a positive and healthy training environment. She will respond to requests, communicating and coordinating (where applicable) with other trainers, training's facilitators, project's managers and other relevant teams.

The Training Coordinator(s) will work with Missing Link and Womankind to deliver their Equalities Training Programme to health staff members. They are responsible for preparing all training material, arranging venues, recording information relating to beneficiaries attendance and provision of completion certificates. They will exercise flexibility to ensure that the training is delivered at different times and through different means to suit staff shift patterns.

The Training Coordinator(s) will be responsible for gathering training evaluation information, analysing feedback, compiling data reports, and adapting the training in accordance with feedback received from stakeholders and beneficiaries.

At the end of the year, the Training Coordinator(s) will produce an impact report to showcase the training delivered and provide an account of training given, analyse data and demonstrate the benefit of the training received as well as the learning outcomes.

We welcome applicants for job-share where one postholder will be based at Missing Link offices and the other at Womankind offices. If a full-time Training Coordinator is appointed, then they would be expected to split their working hours evenly between both offices in the first instance.

PRINCIPAL RESPONSIBILITIES:

The postholder will:

1. Map existing training programmes on this subject area to understand current local provision and need.
2. Design and develop training plans, learning aims, objectives, outcomes, and learner notes that build on existing provision on women's inequalities training.
3. Be responsible for the management of a small training budget.
4. Develop a training schedule, content, material, as well as evaluation of learning outcomes and training content.
5. Develop and maintain good relations with learning, development and human resources department(s) within BNSSG to identify and select participants and ensure that courses are advertised.
6. Be responsible for all training logistics from keeping track of applications, conducting a training needs assessment for beneficiaries, training preparation, venue booking, delivery (one line or face to face), evaluation and managing enquiries.
7. Ensure that appropriate training methods, materials, and delivery mediums are used.
8. Deliver training in accordance with current legislation, best practice, organisational policies and values.
9. Work alongside other teams within Missing Link and Womankind to identify women with lived experience who are happy to share their experiences within the NHS to inform and educate beneficiaries.
10. Facilitate and deliver training on women's health inequalities
11. Develop and maintain a database of current and prospective beneficiaries with the aim of tracking the impact and progress of the training project.

12. Work alongside Missing Link and Womankind to generate an impact report which highlights the training impact, analyses training data, and provides graphs and visual representation and narrative of the impact of the project.
13. Work alongside Missing Link and Womankind staff teams and adhere to both organisations' policies and procedures.
14. To uphold the values and good name of both organisations at all times; represent the organisations in a way that is consistent with its philosophy and ethos and within our Code of Conduct.
15. At all times adhere to relevant legislation, good practice, organisational policies and procedures, including Health and Safety, Confidentiality, Safeguarding and Equalities and Diversity.
16. Actively participate in regular one-to-one line management supervision and team meetings.
17. Undertake other duties and responsibilities in keeping with the nature of this post as may be required from time to time

This job description is for guidance only and outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not exhaustive and duties may be varied from time to time, with the job description being subject to review and periodic amendments.

The post holder must be female. Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement.)

Person Specification: Training Coordinator

Skills	Essential	Desirable
Administrative and IT Skills	✓	
Positive outlook with the ability to motivate and inspire others	✓	
Attention to detail	✓	
Flexibility and ability to respond to changing situations and dynamics when delivering training.	✓	
Excellent organisational and time management skills	✓	
Strong verbal, interpersonal and written communication skills	✓	
Ability to give clear instructions and explain procedures	✓	
Demonstrable ability to work under pressure, prioritise, meet deadlines, and hold self and others to account.	✓	
Knowledge	Essential	Desirable
Good working knowledge of the operating environment in which both Missing Link and Womankind deliver services in, and the client group that we work with. Ability to understand and map the main stakeholders.	✓	
Demonstrable knowledge and understanding of barriers and issues faced by women, particularly those with protected characteristics	✓	
A good knowledge of current research on trauma and adversity	✓	
Mental Health or related service training		✓

A train the trainer qualification / certificate		✓
Experience	Essential	Desirable
Proven experience of delivering training	✓	
Experience of working within one or more of the following areas: mental health, sexual violence, domestic abuse, housing, health and social care	✓	
Proven ability to work successfully and participate effectively in a team environment.	✓	
Proven ability to communicate successfully with a wide range of people.	✓	
Experience of designing face to face and online training		✓
Experience carrying out Training Needs Analysis		✓
Experience of working with Teams and Zoom		✓
Values	Essential	Desirable
Committed to developing a supportive, no blame, learning culture	✓	
Commitment to diversity and equal opportunities at work	✓	
Commitment to a Trauma Informed, Recovery focused approach	✓	