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| **Job title** | **Training Project Worker** |
| **Accountable to** | Training Coordinator |
| **Hours** | 18.5 hours per week. Can be available as term time only contract. |
| **Salary** | £20,253 pro rata |
| **Contract term** | 12 months.  |

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| **Organisational Vision:**  |
| Our goal is for everyone to have equal, healthy relationships free from domestic abuse, sexual violence and gender inequality.   |

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| **Purpose of the job:** |
| To ensure Equation’s training, seminar and conference provision is effectively delivered in line with best practice and Equation’s Standards for Quality Assurance. |

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| **The principal tasks and responsibilities:**  |
| 1.  | **Strategy and Development**  |
|  | Work with the Training Coordinator to develop, implement and review a training strategy that: * increases and enhances resources and current delivery for professionals and communities
* enables current gaps to be met
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| 2. | **Delivery** |
|  | * Work with the Training Coordinator and Freelance Trainers to deliver all aspects of Equation’s free and paid for training, seminar, and conference provision in line with current best practice and Equation’s Standards for Quality Assurance
* Communicate with Equation’s Administration team to ensure the logistics of the provision are considered, confirmed, and organised, including venue, dates, resources, and refreshments
* Undertake risk assessments for training, seminars and conferences
* Input into the Training Coordinator’s development of new training courses
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| 3. | **Monitoring and Quality Assurance** |
|  | * Collate electronic monitoring and evaluation data to facilitate feedback of Equation’s training, seminar and conference provision
* Communicate any emerging issues and concerns regarding training delivery and content to the Training Coordinator
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| 4. | **Team** |
|  | * Support, mentor, and empower Freelance Trainers to develop skills and confidence
* Attend Team Meetings and enrichment days
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| 3. | **Marketing** |
|  | * Promote all aspects of Equation’s work during all training, seminar, and conference provision
* Build and maintain positive working relationships with all partners.
* Contribute to the promotion and booking of training projects.
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| 5**.** | **Organisational** |
|  | * Contribute to ensuring Equation’s training, seminar and conference processes are efficient
* Support and assist the other work delivered with Equation workstreams and in the development of Equation as a whole.
* Keep up to date with, and work within, relevant legislation, policy and practice
* Any other duties as required of you by Equation
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| 6. | **The post holder must be committed to:** |
|  | * Increasing personal awareness in relation to diversity and equalities and incorporating this awareness into service provision.
* Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs.
* Developing an understanding of how Domestic and Sexual Violence is interwoven within and across all social, cultural and religious communities.
* Increasing and promoting equality and fairness for women and girls in a society still favouring and privileging men and boys.
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