



Job Description: Training and Consultancy Manager (HR Specialist)

Contract Type	12-month Fixed Term Contract
Location	Home based with planned travel
Hours	Full time (40 hours per week)
Salary	£28,500 to £35,500 pro rata
Accountable to	Head of Training
Notice Period	2 Months
Annual Leave	25 days leave per annum plus bank holidays

About LimeCulture

Established in 2011, LimeCulture is a leading UK-based sexual violence and safeguarding training and consultancy organisation, equipping professionals and organisations with the knowledge and tools to prevent, respond to, and address sexual violence, harassment, and abuse. With a deep understanding of safeguarding and the care and justice systems, we offer expert-led training, consultancy, and quality assurance services that drive meaningful change.

We strive to be:

- Honest and straight-talking – Confidence in our shared vision allows us to challenge with trust. Our honest and direct approach bring clarity, makes safeguarding and prevention easier, delivers consistent and better support and care, gives professionals confidence, and helps our clients to trust us more.
- Individually empowered... LimeCulture is intentionally made up of a broad set of experiences and skills. Individually, we all have expertise to bring to the table to help our clients in their cause. So, we take the initiative, knowing our team and our processes will back us. We will confidently suggest how we can

improve and how our clients can win. With responsibility and integrity, we push our ability to do more, better.

- ...to make a collective difference - But we are greater than the sum of our parts. It's always our collective output that wins. So, we share our expertise, and allow others to share theirs. We build each other up so that we can all shine. This is an individual responsibility for our collective good. We are confident enough to step out of our silos, to collaborate with and to contribute to and learn from other people, departments and disciplines.
- Quality, quality, quality - Diligence and quality guide our actions, bring focus to our roles and better services to our clients. Our clients deserve - and need - nothing less.

Purpose of Role

The Training and Consultancy Manager will play a key role in supporting LimeCulture's mission to strengthen organisational and professional responses to sexual violence through the delivery of high-quality, trauma-informed training and consultancy.

Working as part of a collaborative team, the postholder will develop and deliver engaging, evidence-informed training to a range of professionals involved in the prevention of and response to sexual violence.

The primary focus of this role will be on supporting HR practitioners and organisational leaders to embed culture change and create safe, supportive, and inclusive workplaces.

In addition, the postholder will contribute to the wider training portfolio by providing facilitation and delivery support across LimeCulture's programmes.

They will work flexibly across both the Training and Consultancy functions, engaging with clients and partners across statutory, education, sport and corporate settings to ensure that all activity reflects LimeCulture's commitment to excellence, innovation, and impact.

The postholder will work closely with the Director of Operations, Director of Consultancy and Training, Head of Training, Head of Consultancy, Training Managers, and Training Co-ordinator in a spirit of collaboration and continuous improvement.

Responsibilities

- Develop and deliver market-leading content across LimeCulture's core, tailored and bespoke safer cultures training courses and programmes.

- Ensure up-to-date knowledge of Human Resources and Employment Law that relates to managing allegations of sexual misconduct in the workplace, keeping abreast of legislative, policy and practice development to inform LimeCulture's work and sustain our reputation as a sector leader.
- Prepare agendas, lesson plans and training materials within agreed timescales.
- Ensure training objectives for each delivery are clear and visible to all trainers, delegates and other relevant stakeholders.
- Ensure the specific learning needs of individual delegates are accommodated within training delivery, with practical adaptations put in place where necessary.
- Work closely with consultant trainers to set and reinforce clear expectations, in line with LimeCulture's Consultant Agreement, to ensure the delivery of high-quality training.
- Liaise with guest speakers to set clear expectations for delivery.
- Support the Head of Training and Head of Consultancy to identify emerging risks and areas for development within LimeCulture's current service offer.
- Support NCFE compliance by, inter alia, collecting, compiling and reporting results of evaluation, feedback, attendance and other relevant training data.
- Ensure delegates are offered opportunities to provide feedback on training delivery.
- Review and update training materials at regular intervals.
- Contribute to the development of new and bespoke training courses.
- Create and deliver assessments for accredited courses to assess learning in line with NCFE requirements.
- Mark and moderate assessments for accredited courses, working with other Training Managers and the Head of Training to ensure a consistent approach.
- Maintain accurate assessment records, liaising with the Training Co-ordinator to ensure delegates are notified within agreed timescales.
- Co-ordinate and deliver effective stakeholder engagement activity, including face-to-face interviews and focus groups with key professionals and service users
- Communicate effectively with consultancy clients, ensuring objectives and outcomes are clear and transparent to all relevant stakeholders
- Establish and maintain strong relationships with clients and external stakeholders that deliver a stable foundation for future business opportunities
- Seek and respond appropriately to client feedback, in a spirit of continuous improvement
- Work with external consultants as required to deliver LimeCulture projects and programmes, in line with LimeCulture's Consultant Agreement

- Maintain awareness of the training schedule, flagging any logistical challenges in good time.
- Co-ordinate and deliver effective communication across allocated courses, liaising closely with the Training Co-ordinator.
- Work with the Training Co-ordinator to ensure all preparatory work is completed in good time ahead of each delivery.
- Contribute to a culture of collaboration and continuous improvement by actively seeking to share learning and expertise across LimeCulture, and by responding positively to constructive feedback.
- Represent LimeCulture at external meetings and events as required.
- Attend and meaningfully contribute to team meetings.
- Undertake other such relevant duties as may be reasonably requested.

Person Specification

The postholder will be enthusiastic, proactive and resilient, able to work on their own initiative while remaining part of a tight-knit team. They will demonstrate impressive interpersonal skills and a high level of attention to detail, and confident working to tight deadlines while managing competing demands.

The postholder must be willing to work away from home will be expected to travel to deliver training and attend relevant meetings across the UK, and internationally if required.

Essential

- Experienced HR practitioner with knowledge of disciplinary investigative processes
- Experience of working in a trauma informed way
- Experience of designing and delivering training packages.
- Highly skilled public speaker, with excellent interpersonal and communication skills (both verbal and written)
- Ability to understand and support the learning and access needs of individuals and groups.
- Experience of creating and maintaining professional relationships with a range of stakeholders.
- Ability to work collaboratively and under own initiative to contribute to a wider organisational response.
- Ability to manage own workload without direction.

- Excellent organisation and planning skills.
- Experience of delivering at pace in high-pressured environments.
- High standard of digital literacy, including in relation to online delivery platforms and interactive resources.
- Willing and able to travel regularly within the UK to deliver training and attend relevant meetings, and internationally if required.

Desirable

- Experience of working within the sexual violence and/or safeguarding sectors.
- Experience of managing culture change projects
- Experience of designing and delivering training packages.
- Experience of accredited training courses and understanding of Internal Quality Assurance processes.
- Experience of delivering projects/training within statutory sector organisations.