

Title	Training Manager (with a specialism within University/Education sector)
Contract Type	1 year fixed term contract with possible extension to permanent contract (secondment arrangements will be considered)
Location	Predominantly home based with some travel (subject to covid-19 restrictions)
Hours	Full time (40 hours a week)
Accountable to	Director of Training
Notice Period	2 Months
Salary Scale	Circa. £28,000 per annum (depending on experience)
Annual Leave	25 days plus bank holidays leave per annum

About LimeCulture

LimeCulture Community Interest Company is a leading national sexual violence and safeguarding organisation. We work to improve the response to victims of sexual violence through our range of training and professional development initiatives, and research and consultancy services. We believe that all victims, regardless of where they live, their age, gender, or sexual orientation, should have access to high quality, safe and effective support.

We achieve our vision by embracing our core values in everything we do:

- **Learning:** We develop and deliver high quality training and resources for professionals
- **Innovation:** We are at the forefront of identifying emerging themes and are instrumental in creating change
- **Management:** We support leaders to design, provide and evaluate world class services
- **Excellence:** We strive to enhance quality in everything we do.

About the role

As part of our work to ensure professionals, services and organisations have the tools, knowledge, skills, and confidence to support victims of sexual violence effectively, we provide a range of innovative training programmes and courses across different sectors.



Over the last few years, the demand from universities has expanded significantly and our Training Division need to increase our capacity to allow us to deliver more training within the education sector. This is an exciting opportunity for a new Training Manager to join the LimeCulture Team and support universities to respond to sexual misconduct.

Job Description

The Training Manager will be an integral part of our Training Division, working closely with our Training Director, team of Training Managers and our Training Coordinator.

The Training Manager will have responsibility to plan, develop, prepare and deliver high quality training to our customers.

The Training Manager will have extensive experience of working within educational settings, preferably within a university, and have a thorough understanding and knowledge of how education settings respond to sexual misconduct.

Key Responsibilities

Functional

- Co-ordinate and manage communications ensuring overall training objectives are clear and visible to all trainers, delegates and stakeholders
- Maintain an oversight of all training programmes/events through planning and delivery phase
- Work closely with all trainers and consultants in the development and delivery of training programmes
- Agree preferred guest speakers with Training Director
- Review and update training materials at regular intervals in conjunction with other consultant trainers
- Prepare agendas, lesson plans and training materials within defined timescales
- Create assessments to assess learning for each accredited course in line with NCFE requirements
- Support guest speakers and consultant trainers to deliver high quality training programmes
- Liaise with guest speakers/consultant trainers regarding expectations for delivery and feedback
- Maintain effective communication with the Training Division and wider LimeCulture core team

- Liaise with Training Coordinator to ensure all pre training objectives are completed to agreed timescales
- Maintain up to date knowledge and skills by keeping abreast of any changes in legislation, practice and policy
- Mark/moderate assessments as appropriate
- Maintain assessment result records and liaise with the Training Administrator to ensure notification to delegates within defined timescales
- Assist with ensuring compliance with the NCFE accreditation process and the external responsibilities imposed by them including collecting, compiling and reporting results of evaluation and feedback, attendance and any other related training data

Organisational

- Drive the LimeCulture brand forward to maintain and uphold the reputation of the organisation.
- Attend and meaningfully contribute to Training Division meetings and Core Team meetings
- Contribute to the delivery of other business areas as required
- Adhere to all LimeCulture CIC policies and procedures
- Other relevant duties commensurate with the position

Person Specification

The post holder will be enthusiastic and pro-active, have good attention to detail but also the capacity to work at a senior level, with a flexible attitude to work.

The post holder will have the capacity to work to tight deadlines whilst managing competing demands, maintaining a good level of accuracy, and the ability to prioritise effectively.

The post holder will have experience of responding to sexual misconduct within the educational sector (preferably within a university).

Ability to demonstrate:

- Experience of responding to sexual misconduct within the education sector, preferably within a university
- Ability to create and maintain professional relationships with stakeholders
- Ability to contribute to organisational planning and development of the Training Division
- Excellent inter-personal and communication skills (both verbal and written)

- Knowledge of the key principles of the ISVA and SVLO role and other key roles within the sexual violence sector
- Experience of effectively developing and delivering training programmes from start to end
- Experience of the end-to-end design, delivery and reporting for bespoke training programmes
- Ability to consider the learning needs of specific groups, develop learning objectives, lesson plans and training materials
- Ability to develop assessments of learning against agreed objectives
- Ability to meet tight deadlines and work under pressure
- Ability to work individually or as a member of a team
- High standard of computer/digital literacy
- Good knowledge of relevant policy agendas (both national and local)
- Confidence in public speaking
- Ability and willingness to deliver training and frequent meetings across the UK and internationally where required
- Ability and willingness to work away from home and evenings/weekends as and when required
- Willingness to undertake staff training and development as required
- Determination, perseverance and resilience