

Title	<b>Training Manager</b>
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, we have expanded our training portfolio significantly across the sexual violence, education and higher education (universities) sectors, therefore we are looking to increase our capacity in the Training Division. This is an exciting opportunity for a new Training Manager to join the LimeCulture Team.

## **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.

## **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 within 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, pro-active and have a flexible attitude to work accompanied by impressive interpersonal skills. They will have good attention to detail and be able to work on their own initiative and the ability to prioritise effectively.

<b>Essential Competencies</b>
Experience of working within the sexual violence sector
Excellent organisation skills
Excellent communication and engagement skills
Experience of designing and delivering presentations/training to a range of audiences
Highly skilled public speaker with ability to hold the attention of an audience and assert authority where required
Experience of developing learning objectives, lesson plans, assessments, and training materials.
Able to develop and maintain relationships with stakeholders
Able to contribute to organisational planning and development of the Training Division
Experience of working across professional and organisational boundaries
Experience of managing own workload without direction

\*Able to travel across the UK to training venues/meetings where required (Covid restrictions permitting)

- The majority of our training programmes are currently delivered via online platforms, however, on occasion, you may be required to travel to provide direct training.

**Desirable Competencies**

Knowledge and understanding of the key principles of the ISVA and SVLO role and other key roles within the sexual violence sector

Knowledge of the different learning style and needs of specific groups,

Knowledge and understanding of national policy in relation to sexual violence

Qualification in education or training