

Job Description: Training Manager (Safeguarding in Education)

Contract Type	Initially 12 months fixed-term followed by permanent contract (subject to agreement)
Location	Home based with frequent planned travel
Hours	Full time (40 hours per week)
Salary	Circa £29,000 per annum
Accountable to	Head of Safeguarding in Education
Notice Period	2 Months
Annual Leave	25 days leave per annum plus bank holidays

About LimeCulture

Established in 2011, LimeCulture Community Interest Company (CIC) is the UK's leading training and consultancy organisation focusing on sexual violence and safeguarding. We work locally, nationally and internationally to support and inspire professionals and organisations to safeguard, prevent and respond to sexual violence and abuse through our range of training and development initiatives, research, and specialised consultancy services.

We strive to be:

- Inventive – We create new ways to prevent and respond to sexual violence and abuse.
- Responsive – Energised and empathetic, we take care to understand and respond to our stakeholders' needs.
- Collaborative – We galvanise whole-team approaches and work in partnership with stakeholders to share our experience and skills.
- Solutions-focused – We work together to unpick challenges and find new ways to achieve outcomes.

Purpose of Role

LimeCulture's Training Managers work together to plan and deliver an extensive programme of training services aiming to build the capacity and capability of frontline professionals and organisations to respond effectively to victims and survivors of sexual violence.

The postholder is responsible for delivering inspiring, engaging and high-quality content across LimeCulture's end-to-end training programmes and specific training courses to delegates from the victim support, education, higher education, criminal justice, and private sectors among others.

The postholder will work closely with the Director of Safeguarding Consultancy Services, Head of Safeguarding in Education, Training Managers (including those in LimeCulture's Sexual Violence Division), and Safeguarding Team Administrator in a spirit of collaboration and continuous improvement.

Responsibilities

- Deliver market-leading content across LimeCulture's core, tailored and bespoke training courses and programmes.
- Ensure up-to-date knowledge of the sexual violence sector, education sector, keeping abreast of legislative, policy and practice development to inform LimeCulture's work and sustain our reputation as a sector leader.
- Maintain awareness of the safeguarding training schedule, flagging any logistical challenges in good time.
- Prepare agendas, lesson plans and training materials within agreed timescales.
- Co-ordinate and deliver effective communication across allocated courses, liaising closely with the Safeguarding Team Administrator.
- Work with the Safeguarding Team Administrator to ensure all preparatory work is completed in good time ahead of each delivery.
- 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.
- 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, the Head of Safeguarding in Education and Head of Training and Quality Assurance to ensure a consistent approach.
- Maintain accurate assessment records, liaising with the Safeguarding Team Administrator to ensure delegates are notified within agreed timescales.
- 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.
- Build and maintain strong relationships with clients and stakeholders.
- Contribute to the development of new and bespoke training courses.
- Support the Head of Safeguarding in Education to identify emerging risks and areas for development within LimeCulture's current service offer.
- 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

- Highly skilled public speaker, with excellent interpersonal and communication skills (both verbal and written)
- Experience of delivering training courses and materials.
- Ability to hold the attention of an audience.
- Ability to understand and support the learning and access needs of individuals and groups.
- Experience of working within the sexual violence and/or safeguarding and education sectors.
- 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 operating in a frontline support role, such as an SMLO, ISVA, SVLO or relevant role in the sexual violence, safeguarding or education sector.
- Experience of designing and delivering training packages.
- Experience of accredited training courses and understanding of Internal Quality Assurance processes.