

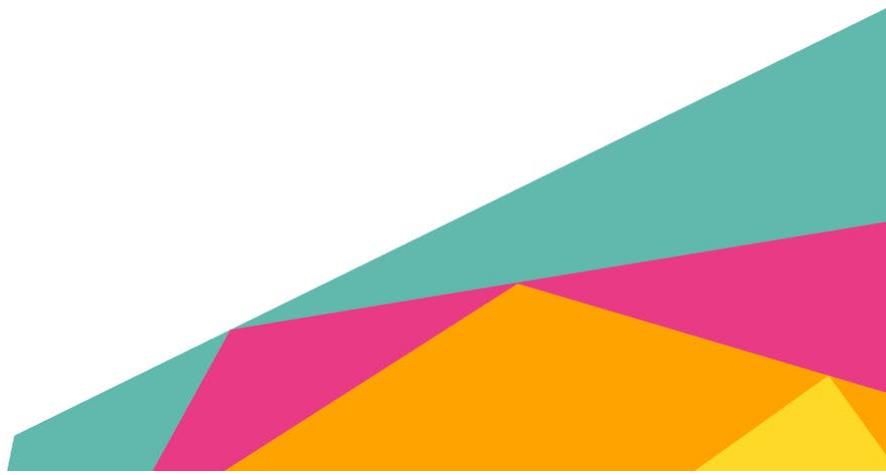


Safeguarding Trainer

(Self-Employed)

Learning & Influence Department

August 2019



Safeguarding Trainer (Self-Employed)

Thank you for your interest in joining thirtyone:eight. We are passionate about creating safer places together, and now is a really exciting time to be joining us as we have seen significant growth in recent years plus a renewed vision for the future.

We have an existing pool of self-employed trainers who bring a wealth of experience from a range of professional disciplines including social work, education, health and the police. Due to continued growth and demand for our services, we are seeking to expand our pool of trainers to enable us to extend our reach across the four nations of the UK and we are particularly interested in receiving applications from individuals living in the North West, South East, Wales, Scotland and Northern Ireland (but not excluding applicants from other areas in the UK). We are specifically seeking to recruit dynamic and passionate trainers with professional safeguarding knowledge to deliver courses from within our comprehensive training suite of foundation, advanced and specialist levels. You can find more information about our training offer here: <https://thirtyoneeight.org/training/>

This information pack should provide all the information you need to help you complete your application.

You should fill in your application carefully, giving all relevant information and in particular, clearly stating the ways in which you meet the requirements outlined in the enclosed job description and person specification.

Please make sure you provide relevant and concise examples where possible that support your stated experience and skills. We cannot accept CV's in place of a fully completed application form.

Applications for this role are now open all year round however we will seek to interview and appoint at key times during the year or at a point when we have enough expressions of interest and applications to meet demand. If you wish to be considered in our next round of recruitment, the application form should be completed electronically or posted to us by **25th September 2019, 12pm**. Any applications received after this date will be stored securely until our next round of recruitment. Shortlisting for this round will take place soon after the closing date and shortlisted candidates will be invited to interview on the **17th October 2019, at our Head Office in Swanley, Kent**. It is not unusual for us to receive a high volume of applications for this post; if we shortlist a high number, we will add a further interview date.

If you would like to have an informal discussion about the role, you are welcome to contact us on 0303 003 1111 (Option 3) and arrangements will be made for you to speak with Claudia Bell, Head of Learning & Influence.

Please email your completed application form to jobs@thirtyoneeight.org.

We look forward to receiving your application.

Many thanks.



Justin Humphreys
Chief Executive (Safeguarding)



Steve Ball
Chief Executive (Operations)

ROLE DESCRIPTION

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|--------------------------------|--|
| Post Title: | Safeguarding Trainer |
| Directorate/Department: | Safeguarding/Learning & Influence |
| Location: | Home-Based |
| Hours: | Self-Employed (As per Contract and Schedules of Work) |
| Accountable to: | Head of Learning & Influence/Service Manager |
| Pay: | Half Day Rate – Starting at £125* Full Day Rate – Starting at £250* |
| DBS Eligibility: | Basic Level (see below)** |

*Our trainer fees are currently undergoing review and is likely to be subject to incremental increase based on experience and length of service.

**This position is not deemed to meet eligibility for an 'Enhanced' DBS check. However, the post-holder will be expected to supply a 'Declaration of Suitability' and a 'Basic' check (which can be processed via thirtyone:eight as a DBS umbrella organisation) prior to commencement of your contract as part of our Safer Recruitment Policy.

Role purpose

Our trainers will be expected to fulfil our charity mission to equip, empower and encourage churches, faith-based organisations, and the voluntary and statutory sector to create safer places for all. The aim of our training is to enhance and develop safeguarding awareness and knowledge within the context of church and faith-based organisations, across the four nations of the UK, to ensure safer practice and safer communities. We seek to do this to a high standard, in line with current government guidance and legislation.

Thirtyone:eight has an expanding training suite, with courses accessible through various platforms including face-to-face, online and webinars. Trainers will be commissioned to deliver courses from within our comprehensive suite, which currently includes the following levels and subjects:

- Foundation - Safeguarding Children and/or Safeguarding Adults
- Advanced - Safer Recruitment
- Advanced - Safeguarding for Coordinators and Designated Leads
- Advanced - Assessing and Managing Risk
- Specialist - Pastoral Care and Supporting Survivors
- Specialist - Domestic Abuse (delivered in partnership with Restored)
- Specialist - Understanding Spiritual Abuse & Creating Healthy Cultures

As a growing organisation, we always respond to client need, with many of our training courses evolving and developing to meet bespoke training requests. On occasion, we may engage trainers in a piece of work to develop new materials in line with emerging issues. We also have several training partnerships with some well-known church denominations and charitable organisations.

Main duties and responsibilities

General

- To deliver training in accordance with the contract and its schedules of work* representing thirtyone:eight in a professional and engaging manner, communicating our core vision, mission and values throughout.
- Commitment to regular CPD development opportunities and trainer networking days and to contribute to the development of the wider team, practice and the evolving training offer.
- Commitment to reviewing one's own training performance via regular review meetings with the Head of Learning & Influence or Service Manager, learning from training evaluation feedback.
- Inform us regarding any potential conflict of interest in undertaking any training delivery.
- Submit expenses and/or invoices for payment in a timely manner as soon as possible after the assignment and within one month.
- Represent thirtyone:eight with honesty and integrity at all times and ensure conduct does not bring the charity name into disrepute in any way.
- Always maintain high standards of training delivery and uphold the values and mission of the charity in their dealings with clients and customers.
- Maintain the integrity of any information gained through work undertaken for the charity and uphold the need for data protection, copyright and intellectual property rights.

Planning, preparation and delivery

- Familiarise oneself with the core subjects within the thirtyone:eight training suite, specifically the subject matter and training materials for any agreed assignment.
- Upon assignment, initiate contact with the host organisation/venue to confirm operational matters such as seating arrangements, equipment required, delegate numbers and timings.
- Ensure that appropriate and sufficient resources are taken to the training event or ensure arrangements are made for resources to be couriered in advance.
- Deliver the agreed course in a professional, engaging and interactive manner, taking into account the size and experience of the delegate group.
- Ensure the delegate attendance list is completed accurately and reported back to the training administrator for creation of delegate certificates.

Quality assurance, review and monitoring

- Encourage training delegates to complete the online training evaluation survey and to access their training attendance certificate online.
- Feedback any identified further training needs, emerging issues and additional comments to the Learning and Influence department via completion of the online trainer's summary survey, to ensure a timely response to any significant issues.

*This role description should always be read in conjunction with any contract or agreement for the provision of services and should not be seen as an exhaustive list of tasks.

PERSON SPECIFICATION

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|--------------------------------|--|
| Post Title: | Safeguarding Trainer (Self Employed) |
| Directorate/Department: | Safeguarding/Learning and Influence |
| Location: | Home-based |
| Hours: | Self-Employed (As per Contract and Schedules of Work) |
| Accountable to: | Head of Learning & Influence/Service Manager |

Essential qualifications, experience and knowledge

- A professional and recognised qualification in social work, health, police, probation, education or other relevant professional qualification with significant experience in safeguarding practice with children and/or adults at risk of harm.
- Recent and significant experience delivering safeguarding training material, at a professional level to diverse and professional audiences.
- Up to date knowledge and understanding of current legislation, good practice guidance and current issues in relation to safeguarding children and adults at risk of harm.
- Demonstrable understanding of the diversity of faith and culture in the UK and the practice of safeguarding within this.
- A practicing Christian able to uphold the Christian basis, values and ethos of the charity*.

Essential skills, abilities & motivation

- Availability and commitment on a consistent and regular basis for offers of training delivery assignments.
- Proven track record of delivering high quality training in safeguarding or a closely related field.
- Excellent communication and interpersonal skills with an ability to engage with and hold audience attention and participation.
- Passionate and motivated to enable others to create safer communities for children and adults in the church and faith-based context.
- Ability to influence practice and policy, including communicating effectively and persuasively at all levels, and in different situations, at individual and group level.
- Ability to facilitate learning, development and change for individuals and/or organisations.
- A creative thinker who is able to adapt and respond to change as situations necessitate.
- Sound IT skills - proficient in the use of Microsoft PowerPoint and associated technical requirements
- Prepared to participate in learning and development activities with colleagues and participate in periodic quality assurance activities; both of which may require occasional attendance at the head office in Swanley, Kent or other locations in the UK.
- Ability to drive and have access to a car (many of our training assignments can be accessed using public transport) but on occasion we have assignments in remote locations where car is the most suitable mode of transport.
- Have a sound understanding of the specific safeguarding risks/needs in a church context*.

Essential personal characteristics and qualities

We ask all staff including self-employed workers who represent thirtyone:eight, particularly in the public arena, to uphold our core values and to demonstrate a range of personal characteristics and qualities these being:

- **Humility** - Having a modest view of your own importance
- **Integrity** - The quality of being honest and having strong moral principles
- **Openness** - Acceptance of, or receptiveness to change or new ideas
- **Collaborative** - Involving two or more parties working together
- **Solution-focused** - Concentration in problem solving or dealing with a difficult situation
- **Learning** - Knowledge acquired through study, experience, or being taught
- **Creative** - Having good imagination, thinking differently or having original ideas
- **Fair** - Treating people equally without favouritism or discrimination
- **Committed** - Dedicated to a certain course, cause or policy
- **Passionate** - Having or showing strong feelings or beliefs

*Because of the nature of our work being a Christian charity and working in a Christian environment, it is necessary for Trainers to have both personal commitment to the Christian faith and professional experience of safeguarding in this area.

Information for Candidates

About thirtyone:eight

We're an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.

To do this, we provide training, consultancy, disclosures and a 24-hour helpline, making sure everyone is equipped and empowered with the tools they need. We are leading experts in safeguarding, working with government to inform legislation and promoting high standards in safeguarding practice.

Trusted for over 40 years, we work together with a network of thousands of member organisations to make sure that standards for safeguarding are upheld and protected.

How we work

- We are independent experts, providing a complete safeguarding solution.
- We educate, inform, support and equip churches, faith groups, organisations, individuals and government with the tools they need to protect vulnerable people
- We recognise that's it's only by working together that standards in safeguarding will rise, which is why 'together' is at the core of everything we do.
- We do this because we are Christian, which means we are compelled to care for and protect vulnerable people.

We are members of the Christian Safeguarding Forum (CFS), UK Council for Child Internet Safety (UKCCIS), the Christian Helplines Association and the Evangelical Alliance. We are also a partner agency with NCA/CEOP (the Child Exploitation and Online Protection centre) and a Body in Association with Churches Together in England.

Our Vision

Our vision is a world where every child and adult can feel, and be, safe.

It's a big vision, and it's what drives us because we believe that when a person or organisation shares this vision, transformation takes place, safer places are created, and people's lives are impacted for the better.

Our Mission

We will **equip** society with the knowledge and skills to create safer environments for children and adults at risk.

We will **empower** society to respond appropriately to those who are vulnerable or have experienced abuse.

We will **encourage** society to stand against oppression and exploitation by informing legislation and striving to raise the standards in safeguarding practice.

Our Values

Our values are what make us tick. They are how we behave and how we communicate. They are what you can expect from us, our DNA.

Christian: We are a Christian organisation, who are inspired to 'speak out on behalf of the voiceless, and for the rights of all who are vulnerable' as we believe God told us to. This is the foundational pillar of all our work.

Thought leader: We are experts at the forefront of raising safeguarding standards, and we share our knowledge with churches, organisations and the government, as well as the general public.

Respectful: We are honest and have strong moral principles. We are transparent and fair in everything we do.

Empowering: We want other organisations and groups to grow in knowledge and confidence – that's why we share our knowledge and encourage people to use it.

Compassionate: We understand that every person is unique, we value and care for every person who needs our help and treat them accordingly.

Our People

Thirtyone:eight is a people focussed organisation. Our people are at the heart of everything that we do. Our teams comprises highly experienced and skilled professionals, all of whom have high levels of expertise that extend across a wide range of professions and backgrounds.

Organisational structure

