

## Training and Equipping Development Manager

Place for Hope accompanies and equips people and faith communities so that all might reach their potential to be peacemakers who navigate conflict well. We are a charity based in Scotland, working throughout the United Kingdom, with our roots in the Christian faith.

This job profile sets out the practical purpose and main elements of the job as well as identifying where lead responsibility lies. It is a guide to the nature and main duties of the job as they currently exist, acknowledging that, because we are a small organization, a high degree of flexibility and collaboration in roles and duties is expected.

<b>Job Title:</b>	Training and Equipping Development Manager
<b>Reports to:</b>	The Director of Place for Hope
<b>Hours per week:</b>	21 hours per week
<b>Fixed Term:</b>	This post runs from 1/6/18 until 31/12/19 (with a view to extension funding dependent)
<b>Location:</b>	Home based with regular travel for team meetings and training events often in central Scotland, and with some flexibility for weekend/evening work.

### Purpose of role

The post holder will support the charity by overseeing all work relating to our Training and Equipping Programmes, internal and external. They will develop and maintain delivery and administration elements of this role, and will ensure that the volunteer Practitioner Team is equipped to co-deliver the training programmes. They will share the vision and ethos of Place for Hope.

### Main Duties and Responsibilities

#### TRAINING and EQUIPPING

In close liaison with the Director, and working with our volunteer Practitioner Team, devise, deliver and develop the following training programmes

- 1. Set Training (advertised by Place for Hope, final numbers tbc)**  
**Market (in liaison with the Communications and Client Care Manager), run and evaluate the following one-day programmes across a range of locations in Scotland according to need:**
  - a. Growing Through Conflict and Change (e.g. x4 by 31/12/19)
  - b. Further Skills in Growing Through Conflict and Change (x4)
  - c. Bullying and Harassment (x3)
  - d. Scripture, Spirituality and Conflict (x3)  
**Develop, run and evaluate new one-day programmes e.g.**
  - e. Managing Change and Transition in Churches and Faith Communities
  - f. Hosting Effective Meetings

## **2. Tailored Training (commissioned)**

- a. Coordinate the delivery of all tailored training programmes (around eight to ten events/programmes in a 12-month period);
- b. Be the primary point of contact for all tailored training after intake, ensuring all needs are met before, during and after delivery, including evaluation.

## **3. Practitioner Team Training**

- a. Oversee the selection, recruitment and training of new Practitioners.
- b. Ensure bi-annual CPD is provided to a high standard for the Practitioner Team members.

## **ADMINISTRATION and FINANCIAL MANAGEMENT**

In respect of the above:

- Building on existing Place for Hope material, develop training material of a high-quality to support these programmes.
- Monitor print runs ensuring enough copies are available for all programmes.
- Monitor and evaluate all programmes.
- Support the Place for Hope volunteer Practitioners in co-delivering the above.
- Ensure all aspects of the administration of this work are maintained, filed, stored and secure within the Place for Hope administrative systems and database.
- Maintain accurate records of all financial transactions and budget.
- Report regularly to the Director on progress.
- Ensure the Place for Hope's legal rights re copyright etc. on all material are met.

## **ADDITIONAL ELEMENTS (FOR ALL STAFF)**

### **Working with the Place for Hope Staff Team**

- Work proactively and collaboratively with the members of the team identifying opportunities to offer support.
- Support internal and external training provision including preparation of presentations, paperwork, logistics and filing of resources.
- Contribute to the shared calendar system.
- Work with colleagues to support funding activities for the ongoing work of the Charity.

### **Working with external partners**

- Foster good communications within the charity and externally to the general public, our funders, partner agencies and other third parties.
- Represent Place for Hope at external events as required.

### **Continuous Professional Development**

- Commit to continuous professional development.

## Person Specification

### Training and Equipping Development Manager

Experience/Skills	Essential	Desirable
Awareness of and empathy for the needs of church and faith communities in relation to conflict transformation, and a passion for engaging with these issues.	✓	
Experience in writing and delivering training materials, and knowledge/experience of best practice in training delivery	✓	
Excellent ability to work with a range of people with varied learning needs in church and faith-based contexts, and to be adaptable and flexible according to needs expressed.	✓	
Excellent drafting, writing and editing skills, particularly in producing superb training materials and report writing.	✓	
Commitment to working in a small, dispersed team environment sharing common goals.	✓	
Excellent problem-solving skills – has the ability to think through issues, assess, identify and implement the best solution.	✓	
Excellent interpersonal skills. Able to deal constructively and diplomatically at all levels to deliver the charity's training strategy.	✓	
An understanding of and enthusiasm towards the work, vision and ethos of Place for Hope (see below)	✓	
Ability to use IT software (e.g. Word, Excel, PowerPoint, Salesforce, Skype/Zoom) and willingness to build on existing skills.	✓	
Availability to travel throughout Scotland and occasionally in rest of UK for meetings and training events.	✓	
Previous experience of financial management, budget keeping, and financial reporting.	✓	
Experience of working in the voluntary and not-for-profit sector		✓
Current knowledge about digital opportunities in training and learning.		✓
Driving licence and use of car		✓

<b>The Values and Ethos expected of Place for Hope Staff members</b>
<b>ABILITY</b> to work in a team and support one another, including deputising where necessary.
<b>COMMITMENT</b> to ongoing learning/Continuous Professional Development.
<b>FLEXIBILITY</b> in working hours, to include evenings and weekends where necessary; willingness to support all roles across the charity as necessary.
<b>HOMEWORKING</b> ability to work from home.
<b>COMMITMENT</b> to maintaining healthy work/life balance and part-time working.
<b>ABILITY</b> to manage own administration, filing, reporting and financial accounting.
<b>COMMITMENT</b> to the underlying values articulated in our Charter