

**Stay Safe East**

**Job Description and Person Specification**

**Role:** Volunteer Trainer 0.2 FTE – fixed term for one year with potential for extension.

**HOURS**: 7 hours per week

**SALARY**: £6,169 per annum (£30,845 FTE)

**CONTRACT TERM**: 12 months

**EMPLOYED BY: Stay Safe East**

**Managed by: Independent Victims’ Advocacy Manager**

**Based at** 90 Crownfield Road, London E15 2BG (Hybrid working– to attend office as necessary).

This post is subject to a satisfactory enhanced Disclosure and Barring Service check.

**JOB DESCRIPTION**

**About the role:**

**Job Purpose:** The Volunteer Trainer will play a vital role in supporting Stay Safe East in developing and delivering a volunteer training programme in conjunction with a volunteer development officer. The primary purpose of the volunteer programme is to provide disabled people with an opportunity to learn about Stay Safe East’s work and to offer training and experience commensurate with a career in the sector. We anticipate that many volunteers will be former clients.

Volunteers will initially be trained to provide befriending support to clients. Some volunteers may then go on to undergo further training, intended to be a springboard into paid work.

**Dimensions of the role**

The Volunteer Trainer will report to the Hate Crimes and Benefits Manager and engage with the CEO and other team managers. The postholder will work very closely with the Volunteer Development Officer.

**PERSON SPECIFICATION**

We are looking for a proactive individual with experience of training development and delivery and highly developed communication skills. You will understand what makes a good volunteer for an organisation like Stay Safe East, in terms of personal qualities, skills and experience. As many of our volunteers will have personal experience of abuse, and all will be disabled, you will understand how training can be tailored to meet the needs of this cohort.

Ideally you will have experience of working with disabled people, and/or within services supporting people who have experienced abuse or crime. You will need to have a good understanding of the context in which disabled people experience abuse and crime including:

* Intersectionality
* Human rights as they relate to disabled people
* The social model of disability
* The legal framing of hate crime and violence against women and girls (VAWG)
* The role of other organisations in supporting our clients
* The role and importance of boundaries

Some of the training will be delivered by external experts, so you will need to be able to support the volunteer development officer in sourcing these and in communicating with them.

**How to apply**:

To apply for this role please send us an up to date CV ( No longer than 2 pages and a cover letter no longer than 2 A4 pages or 2000 words demonstrating your knowledge, skills and experience outlined in the person’s specification.

**Person Specification: Volunteer Trainer**

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| **Knowledge and Qualifications** | Essential criteria (E) or desirable (D) | Method of Assessment Application (A) or Interview (I) |
| Knowledge of how to structure an effective volunteer training programme | E | A/I |
| Good working knowledge of data protection and client confidentiality | E | I |
| Understanding of the societal framing of disability and the social model | E | A/I |
| Knowledge of the legal framing for domestic abuse and hate crime | E | A/I |
| Knowledge and understanding the experiences and barriers faced by disabled survivors of VAWG and other forms of abuse. | E | A/I |
| Good understanding of boundaries in relation to work with vulnerable clients | E | A/I |
| Good understanding of safeguarding, as it relates to disabled people and their children | E | I |
| **Experience** |
| Experience of developing and delivering training in a social justice setting | E | A/I |
| Experience of working proactively as part of a small team | E | A/I |
| Experience of building internal and external partnerships | E | A/I |
| Hands-on experience of training volunteers | E | A/I |
| Knowledge and understanding the experiences and barriers faced by disabled survivors of VAWG and other forms of abuse | E | A/I |
| Experience of work within an organisation supporting survivors of abuse | D | A |
| Experience of work within a DDPO (Deaf and disabled people’s organisation) | D | A |
| **WORK BASED SKILLS and Abilities** |
| Ability to convey knowledge in different forms according to the needs of the volunteer | E | A/I |
| Outstanding communications skills, both written and verbal | E | A/I |
| Understanding of how to structure a compelling volunteer programme | E | A/I |
| Ability to seek and positively engage with feedback | E | A/I |
| Good computer skills including Word processing, Excel, and PowerPoint | E | A/I |
| Strong administrative and organisational skills | E | A/I |
| **GENERAL SKILLS AND ATTRIBUTES** |
| Positive and enthusiastic approach | E | A/I |
| Flexible, proactive approach | E | A/I |
| Self-motivated achiever and able to motivate and inspire others | E | A/I |
| An effective team worker | E | A/I |
| Good time management | E | A/I |
| Commitment to Stay Safe East’s Equality and Diversity policy and the ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds | E | A/I |
| Lived experience of disability | D | A |