

# TRAINING & PREVENTION OFFICER

| Date:      | Line Manager:                 | Closing Date:         |
|------------|-------------------------------|-----------------------|
| 14/07/2026 | Training & Prevention Manager | 4 weeks after posting |

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| Job title:       | Training & Prevention Officer                                                          |
| Responsible to:  | Training & Prevention Manager                                                          |
| Salary           | £30,000 - £32,000                                                                      |
| Type of Contract | Permanent                                                                              |
| Hours of work    | 9am-5pm Monday to Friday                                                               |
| Location         | London-based for Training delivery, mixed with hybrid home working, and Croydon office |

## ABOUT US

Rape Crisis South London is a specialist provider for survivors of sexual violence across twelve South London Boroughs. Our services and programmes are available in person at our female-only Croydon centre or through six additional satellite locations, as well as remote sessions.

Our programmes comprise of: Counselling. Group therapy. Play therapy. Self Esteem Workshops. Training and Consultancy for professionals on the impacts of sexual violence. Prevention and education workshops with young people. Advocacy support & information for survivors going through the Criminal Justice System. Outreach for survivors for who face additional marginalisation or additional barriers to accessing support, and Independent Sexual Violence Advocacy Services.

In 2021, we became a partner for the delivery of the Rape Crisis England & Wales 24/7 Rape and Sexual Abuse Support Line, alongside Lincolnshire Rape Crisis & Sexual Abuse Services and ARCH Teesside. We are a member of Rape Crisis England & Wales.

Our services are in response to the needs of survivors and the disproportionate nature of sexual violence committed by men against women and girls. We believe sexual violence to be both a cause and a consequence of gender inequality and are committed to a feminist, best practice model of working.

## **JOB PURPOSE**

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As the Training & Prevention Officer, you will play a vital role in expanding Rape Crisis South London's prevention, awareness-raising, and income-generating activities within the Fundraising & Communications team. You will deliver trauma-informed training, workshops, and briefings – rooted in our decade's long specialist experience — to challenge myths, break the silence around sexual violence, and embed supportive cultures across partner organisations. You will build sustainable partnerships, especially with corporate businesses, not-for-profit agencies, schools, universities and youth settings, that both deepen our impact and help grow our income through funded training and prevention programmes. In doing so, you'll ensure prevention and awareness remains central to our mission, while enabling our organisation to scale services and income in a way that upholds the highest training standards.

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## **KEY RESPONSIBILITIES**

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- Delivering sexual violence awareness training to corporate businesses and other external agencies
  - Delivering sexual violence prevention work in schools, colleges and universities
  - Working in partnership with other organisations such as academic institutions, statutory services and corporate businesses to identify needs and design tailored training programmes
  - Taking responsibility for proactive New Business, including end-to-end bookings and long-term client relationship management
  - Monitoring and reporting of training and prevention delivery, to ensure robustness and relevant content
  - Ensure RCSL complies with the law and best practice in respect of data protection for manual and computerised records, health and safety regulations, and equality and diversity requirements
  - Promoting the mission, vision, values and ethos of Rape Crisis South London internally and externally
  - Contributing and developing a culture that values and respects diversity, learning, improvement, striving for quality and best practice
  - Uphold the rights of survivors of rape & sexual abuse and proactively assess the needs and safety of women to ensure that any risks/needs identified are addressed, having full regard to the relevant Safeguarding policies
  - Maintain clear and adequate records of work done and produce reports on programmes and activities as required by the Training and Prevention Manager
  - Ensure consistency of brand and tone of voice across training materials, assets and resources
  - Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role
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- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans
  - Responsible for undertaking any other duties appropriate to the post
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## **PERSON SPECIFICATION**

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- Excellent presentation and group facilitation skills
  - Ability to engage and interact with corporate professionals, as well as young people, to challenge attitudes and behaviour to reduce violence against women and girls and support gender equality
  - Excellent verbal and written communication skills
  - Adaptability and flexibility to effectively deliver compelling training whether to corporations, schools, charities or community groups
  - Ability to communicate effectively and sensitively on difficult subjects and confident to confront distressing issues
  - Demonstrable ability to show empathy, actively listen, and respond sensitively and appropriately when engaging with individuals affected by or discussing sexual violence
  - Ability to create positive working relationships with external agencies whilst also being confident to hold boundaries as needed
  - Strong relationship management skills with the ability to understand what motivates different sectors (e.g. education, corporate) to invest in training, and to confidently position our training packages as meeting their specific organisational goals and values
  - Can work independently and within a team, to plan, prioritise, manage workload and implement work effectively to meet deadlines
  - Ability to reflect on own practice and identify areas for own professional development
  - Strong administrative skills including the use of Microsoft Outlook, Word, PowerPoint, Excel and SharePoint
  - Willingness and ability to travel to locations across London
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## **EXPERIENCE, KNOWLEDGE & ATTRIBUTES**

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- Experience of delivering workshops to professionals
  - Experience of working in a multiagency setting, developing partnerships with a wide range of statutory, voluntary and private sector organisations
  - Experience of delivering training to educational professionals
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## **DESIRED**

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- Experience delivering training to children and young people in education and youth settings
  - Relevant training qualifications
  - Experience of generating sales and repeat training bookings
  - Experience of providing direct support to female survivors of sexual violence
  - Experience of working within a specialist sexual violence or violence against women and girl's organisation
  - Experience in using CRM systems
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## **APPLICATION PROCESS**

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Please provide a CV and cover letter which covers the person specification.

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## **BENEFITS**

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- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
  - Additional benefit of days gifted to staff between 24<sup>th</sup> December through to the 2nd of January
  - NEST pension scheme; 3% employer contribution and 5% employee contribution
  - Benefits package including life assurance, healthcare plan, Employee Assistance Programme, and cycle to work scheme.
  - There will be a 6-month probation period for this role
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## **MONITORING & EVALUATION OF THE POST**

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The performance of the post holder will be monitored through regular supervision by the Training & Prevention Manager. The post itself will be reviewed at three months and six months.

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## **VARIATION CLAUSE**

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Rape Crisis South London reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board.

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*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*