

JOB ADVERT:

Children and Young People Training Coordinator

Location:	Remote (UK based)
Salary:	£29,450.00 per year (plus Inner London Weighting if applicable)
Length of contract:	Fixed term until 31 st March 2025
Hours per week:	37
Closing date:	24 th June 2024
Interviews:	TBC

Who are Women's Aid?

Women's Aid is the national charity working to end domestic abuse against women and children. We are a federation of over 170 organisations which provide just under 300 local lifesaving services to women and children across England. For almost 50 years we have campaigned on behalf of our members and survivors to shape policy and practice, and to raise awareness of domestic abuse.

Purpose of the Children and Young People Training Coordinator role:

As Children and Young People Training Coordinator, the successful candidate will play an integral role in supporting the Children and Young People (CYP) team with the daily functions that are necessary to enable the CYP work (What Works and Expect Respect programmes) to run smoothly and includes the effective and strategic support for training structures by being the key contact for external coordination with schools and the assistance of training delivery. The successful candidate will be responsible for developing and running the effective implementation and maintenance of administrative structures, systems, and processes.

Key duties and responsibilities of the Children and Young People Training Coordinator:

- To act as the point of contact and reference for training officers, schools and other internal and external partners and customers
- To organise the timetabling, travel and logistics, materials and other relevant support to ensure the smooth delivery of the programme.
- To ensure that payments, invoicing and purchases and expenses are accurately processed to always ensure financial accountability.
- To track the impact of the programme delivery and maintain accurate records that can support reporting to the Accountable lead, the board and to funders.
- To maintain the team's risk register and ensure that data is stored and managed in line with GDPR and confidentiality.
- To support the service in any other way necessary within the parameters of the role.

What we are looking for in our Children and Young People Training Coordinator:

- Warm and personable.
- Strong analytical skills and problem-solving capability.
- Result oriented.
- Influence, motivate and communicate effectively with a wide range of people, inside and outside our own organisation.
- Committed to the best outcomes for children and young people.

Benefits of joining us as our Children and Young People Training Coordinator include:

- **Generous Annual Leave:** 25 days (with an extra 1 day per year after 1 year of service, up to a maximum of 5 additional days) + the usual 8 UK bank holidays + 2 additional days in March and August + 3 days of 'end of year' leave, bridging the gap between the festive holiday period and new year.
- **Valuable Pension Benefits:** a generous 7% employer contribution.
- **Flexible Working:** remote working, a generous TOIL scheme, and family-friendly policies
- **Wellness and Support:** including a cycle to work scheme, free optician check-ups, annual flu vaccines, access to a 24-hour employee assistance counselling helpline, a 'Headspace' app for mindfulness, and 'Reflective Practice' sessions.
- **Making a genuine difference**, in a rewarding role where your work will directly result in helping Women's Aid to be able to provide lifesaving services for women and children across England.

How to apply?

- **Please submit your CV and a Cover Letter.** Your Cover Letter should be no more than 2 pages long and should include a summary of your reasons for applying for the position. You should also include details of how your skills, behaviours and experience meet those necessary for the role, as listed in the Job Description and Person Specification.
- **Please ensure that you also complete the EDI form and send all completed paperwork to recruitment@womensaid.org.uk.** (Please clearly mark your name and the role applied for in the subject line of your email).

NB:

- **Women only need apply under schedule 9 (Part 1) of the Equality Act 2010.**
- If you have been shortlisted for interview, you will be informed by email. Regrettably, we are normally unable to acknowledge unsuccessful applicants.
- We reserve the right to close a recruitment campaign earlier than the advertised closing date if a high volume of responses is received.
- All posts, including remote posts, must be based in the UK.
- **Women's Aid is committed to quality, equality, and valuing diversity.** Applications are particularly welcome from Black and minoritised women.
- **Please read our Single Sex Statement here:** [Women's Aid: Single sex services statement - Women's Aid \(womensaid.org.uk\)](#).