



Thank you for your interest in joining Savera UK and being part of a thriving and growing team and a specialist charity organisation working to end 'honour'-based abuse (HBA) and harmful practices.

About Savera UK

Savera UK is a registered charity (No. 1145464). Savera UK is working to end 'honour'-based abuse (HBA) and all harmful practices, through direct intervention and safeguarding, advocacy, education, engagement, awareness-raising and campaigning for policy, attitude and behaviour change.

Vision

A world without 'honour'-based abuse and harmful practices.

Mission

We will end 'honour'-based abuse and harmful practices.

Values

Respect: We respect the views of others and ensure we listen and make an effort to understand other people's opinions, while challenging harmful attitudes which do not align with Savera UK's values.

Inclusive: We value the importance of culture and are committed to creating a fair, understanding and accessible environment within and outside of Savera UK.

Compassion: We work with empathy and solicitude and provide a safe and supportive environment. We will go the extra mile, ensuring needs and safety are met, no matter how challenging it may be.

Innovation: We are leaders in driving a movement of change and use our unique, specialist knowledge to inform how we approach this. We value an original and creative approach to problem-solving and are receptive to new ideas.

Ambition: We are led by our strong belief that everyone has the right to safety and security without living in fear. We strive to transform lives, change attitudes, deliver outstanding services and inspire change that has the power to save lives.

Job Description



Savera UK is not able to offer sponsorship for overseas workers. All candidates must have the right to live and work in the UK.

Post: Training and Development Manager

Hours: 37.5 hours per week Monday to Friday 9am - 5pm

Salary: £34,500 per annum (4 years fixed term contract)

Accountable to: SaverA UK's CEO

Overview

Are you passionate about making a difference and ready to take on a new challenge? Join us as the Training and Development Manager, where you will play a pivotal role in leading, development and execution of this new project for SaverA UK to invest in its training and education development.

This is a diverse and dynamic role, where you will be dealing with complex and sensitive subject matter. You will be expected to build on your existing knowledge of or passion for human rights by proactively developing a deep awareness of the multi-layered, and ever-changing nature of our work.

You will be part of a small and very supportive, highly expert, and effective team, who work at pace without compromising on quality or attention to detail.

You will also become the custodian of our carefully developed brand, which possesses qualities of authenticity, power, and challenge. This is an exciting time to join SaverA UK as we embark on a journey to amplify our message and drive change.

In your first 3 to 6 months your key areas of work will include:

- Learning about the organisation and its vision, mission, values and our specific language, brand identity and tone of voice.
- Learning and planning the best way to execute our new Training and Education project internally and externally and ensure achievement of all project and organisation outcomes.
- To review our existing training and plan improvement, while developing a new model of training packages using tools that will meet the needs of different audiences.
- Set up the project steering group and present the Training and Education project's overall plan and its development and outcomes for the next 4 years and beyond.

Dimensions

- The Training and Development Manager will report directly to the Chief Executive Officer.
- The Training and Development Manager will have line-management responsibilities currently for the Youth Engagement and Education Officer, and others (PT, FT contracts).
- The role-holder will work closely and consult with staff, to help create impactful training and education materials.

Responsibilities:

Project Development and Management

- The successful Training and Development Manager will have the overall responsibility of managing the Training and Education project, including development, planning, delivering, implementation, recruiting, managing/supervising staff and project budget management.
- The Training and Development Manager will be inward and outward facing and will give Savera UK a voice in different sectors with regards to Savera UK's Training and Education and representing the organisation as whole.
- Managing and prioritising your own work, alongside any other wider responsibilities requested. Ensure the service is accessible to all those requiring our intervention, support, advice and information (clients, professionals).
- To work with the CEO and any other relevant team to source funding opportunities, this will include writing funding applications or other relevant fundraising.
- To lead and grow the team of Training and Education professionals in the organisation to further raise our reach, profile and quality standards and experience for learning.
- To manage and develop the best ways to monitor and track completion of project milestones including data and reporting of the project as a whole.
- Provide assistance and management responsibilities where it may be required, during other senior managers' absence if the team requires guidance.
- As a member of the Senior Management Team, you will contribute to organisational strategy and development.
- The Training and Development Manager will be responsible for informing and communicating with their line manager about any urgent issues arising that may require management intervention (eg safeguarding, professional challenges) and any cultural challenges which need to be communicated, in order to advise and respond appropriately.
- Report and have regular supervision meetings and any other relevant wellbeing checks.

Training & Education project development & delivery:

- Together with the CEO and relevant staff, to review our current specialist 'honour'-based abuse and harmful practices training and implement improvement and delivery.
- Write, plan, design and deliver new appropriate specialist courses/modules and different level training packages, including digital self-taught training and education sessions.
- To ensure the new training and education courses/modules reflect Savera UK's different audiences, such as different professionals, young people and the community.
- Be responsible for creating and developing a recognised accreditation or quality assurance as part of our training and education development programme packages offer.
- Establish the project training and education steering group as part of the project development and delivery.
- To work with Savera UK teams to help the development and delivery of the Training and Education project including branding, marketing, case studies and anything that will improve and strength Savera UK's training and education engagement.
- You must at all times ensure all materials and communications used are accurate and always reflect Savera UK branding.
- Create effective ways of monitoring evaluation and feedback to ensure effective monitoring and evaluation, meeting both the organisation and the funder's outcomes.
- Provide leadership and build trusting and effective relationships to ensure high quality training and delivery at all times.

Other responsibilities:

- Assist and support research and engagement as and when required.
- Attend weekly/monthly team catch ups and meetings and contribute to all levels of communication and engagement.
- Maintain confidentiality and safeguarding at all times for all, including staff and volunteers, and seek consent at all times when using confidential details.
- Adhere and work within Savera UK's policies and procedures.
- Carry out any other duties, as required by the line manager, senior management team and the Savera UK Board of Directors.

Ideal candidate:

- We understand that the successful candidate may not have much experience in our specialist topic of HBA and harmful practices, but they must have a comprehensive knowledge and experience of domestic abuse/sexual abuse or other relevant experience within this sector, to demonstrate depth of experience and understanding.

They should also:

- Have substantial excellent experience and expertise in designing, developing, delivering, implementing and managing high quality training and education packages and programmes, which will be delivered to a range of audiences and to add to Savera UK's own expertise.
- Demonstrate exceptional planning and organisational skills, with the ability to manage complex projects, timelines, and resources effectively.
- Be able to inspire, enthuse and engage people from a wide range of backgrounds and be able to challenge perceptions and assumptions around HBA and harmful practices.
- Have a high degree of interpersonal skills, to build and maintain a network of contacts and excellent relationships with key partners, stakeholders and agencies representing Savera UK in different forums, both internally and externally.
- Demonstrate a genuine passion for human rights and social justice issues, with the desire to truly contribute to ending 'honour'-based abuse and harmful practices.
- Have intellectual curiosity and exhibit a thirst for knowledge and a willingness to engage deeply with the subject matter, staying informed about current trends, research, and best practices in the field.
- Be a motivating team player, inspiring and motivating others through effective leadership, fostering a collaborative and inclusive team environment.
- Be adaptable and thrive in a dynamic and fast-paced environment, remaining flexible and adaptable in the face of changing priorities and circumstances.
- Be a creative problem-solver, possessing strong creative thinking and problem-solving abilities, capable of developing innovative solutions to challenges.
- Have strong communication skills and excel in both written and verbal communication, with the ability to engage diverse audiences effectively.
- Have a collaborative spirit and work well in cross-functional teams, building strong relationships and fostering collaboration with internal stakeholders, external partners, and agencies.
- Have project management expertise, demonstrating proficiency in project management, with keen attention to detail and the ability to juggle multiple tasks and priorities simultaneously.
- Be results-driven and set ambitious goals, driving towards tangible results, consistently delivering on objectives and exceeding expectations.
- Exhibit resilience and determination in the face of challenges, maintaining a positive attitude and persevering in pursuit of goals.
- Operate with integrity and ethical principles, upholding the values and mission of Savera UK in all endeavours.

Location: The post holder's location/office will be Liverpool based but they will also need to work where relevant/required including traveling, therefore a full, clean driving licence and access to your own car is essential. Mileage will be reimbursed for any travel used to deliver the role.

Office base: Please note that due to the nature of our work and for security purposes, we do not disclose the location of the post until the successful candidate is



appointed. However, we can confirm that our registered head office is around 30 minutes' walk or 15/20 minutes by car/public transport from where this role will be based.

Savera UK provide all staff with:

Holiday: 28 days' annual leave and bank holidays.

Pension: Employer contribution of 3% of your earnings.

Training and Development: SaverA UK provides training and personal development opportunities and CPD training.

Wellbeing: External supervision is available and other wellbeing opportunities.

How to apply:

We will consider applications from candidates who have comparable qualifications and experience for the role advertised. Please send a **CV and covering letter must be included**, outlining your suitability for the post, and complete the equal opportunities monitoring form. Please ensure that your covering letter clearly relates to the essential specifications required for the role, as detailed in the job description.

Applications that don't include a covering letter, as specified, will be automatically rejected.

Following receipt of your CV and covering letter, we may ask you to complete an application form, to help us gather further information.

Closing date for applications: 5pm 29th July 2024

The recruitment process will be in two stages. If you are shortlisted, we will be in contact to arrange an informal 20 minute chat about the role and your interest in it. We will then invite candidates who progress to the second stage to an in-person interview, which will comprise competency questions and a task on which they will be asked to present back to the interview panel. Candidates will be provided with information for the task, for which they will prepare to present at the in-person interview. There will be opportunity for one set of questions/clarification to be asked about the task.

In-person interviews are expected to take place in w/c 12th August 2024. Please inform us, when you apply, if there are any dates in that week that you can/cannot attend.

All applications will be treated in strictest confidence. For any enquiries, or to send your CV and covering letter, please contact recruitment@saverauk.co.uk.

SAVERA UK

**Registered address: 151 Dale Street, Liverpool L2 2AH Company Number 7564891
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