**Job Description**

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| **Summary** | |
| Job Title | Training & Development Officer (Scotland) |
| Department | Head Office |
| Location | Glasgow, UK |
| Full-time/Part-time/Job Share | Part-time (30 hours a week) |
| Reporting To | UK Programme Director |
| Direct Reports | None |
| Job Purpose | To act as a network builder and trainer with partner organisations to support and further the aims of Hope for Justice and develop the new Investigative Hub in Scotland. |
| **Duties & Responsibilities** | |
| * Develop and implement an effective training strategy in Scotland in line with Hope for Justice’s overall aims and objectives * Develop and maintain a network of professional connections and supporters to sustain a long term Hope for Justice presence in Scotland * Implement a strategy for the development of Abolition Groups in Scotland, engaging groups in fundraising, raising awareness and campaigning. * Develop a Hope for Justice Speaker Programme in Scotland, training individuals to speak on behalf of the organisation at churches, events and community groups to raise awareness and increase financial giving to Hope for Justice. * Develop and maintain good practice in all training and development activities in Scotland * Develop, design and implement an external training programme for frontline professional staff * Keep up to date with developments in relevant training areas through research, networking meetings and relevant courses * Research new technologies and methodologies in learning and implement this research * Work within agreed budgets * Work at all times in line with Hope for Justice policies and procedures and the wider strategy, culture and ethos of Hope for Justice | |

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| **Person Specification** |
| Experience & Qualifications  * Demonstrable experience of successful relationship and network building in the voluntary sector * A relevant training qualification - PTTLLS (Certificate in Preparing To Teach in the Life-long Learning Sector) with relevant experience or, preferably, DTTLLS (Diploma in Preparing To Teach in the Life-long Learning Sector) with relevant experience * Experience of researching, planning, designing, delivering and evaluating training programmes using multimedia resources – essential * Experience of training on issues experienced by vulnerable people such as victims of sexual exploitation, sex trafficking, bonded labour and domestic servitude  Knowledge & Skills  * Effective communication * Negotiating and influencing * Innovation and creativity * Resilience * Teamwork * Planning and organising/time management * Problem solving * Ability to work unsupervised * IT skills including Word/Excel |

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| **Review** | |
| Date Completed | 18/08/17 |
| Version Number | 2.0 |
| Approved By | COS |