

Job title	Training Administration Worker
Accountable to	Training Coordinator
Hours	20 hours per week
Salary	£21,234.70 per year pro rata
Contract term	Fixed term Contract 18 months – with possible extension subject for funding

Organisational Vision:

Our goal is for everyone to have equal, healthy relationships free from domestic abuse, sexual violence and gender inequality.

Purpose of the job:

To ensure administrative tasks are completed to enable the efficient delivery of the training workstream with the overall aim of creating:

- A strong partnership, coordinated response to domestic and sexual abuse across Nottinghamshire
- And ensuring best practice information and resources are available to professionals post training to maintain their practice.

The principal tasks and responsibilities:

1.	Strategy and Development
	<ol style="list-style-type: none"> 1. To support on the development, implementation and review of the Training Strategy 2. To support in the implementation of Wider organisational business plans and strategies
2.	Team
	<ol style="list-style-type: none"> 1. To contribute to positive, collaborative teamwork within training workstream and wider Equation team. 2. Attend regular team meetings and ensure effective communication 3. Support on the recruitment, induction and supervision of volunteers and freelancers to support training workstream functions
3.	Delivery

	<ol style="list-style-type: none"> To deliver administrative functions workstream including: <ul style="list-style-type: none"> Day to day administration of Equation's bespoke and funded training and seminar programmes Communication with trainers, delegates and organisations in order to ensure Equation's training programme is effective, accessible and efficient Data Input and processing for monitoring and administration purposes Maintaining stakeholder contact lists and Customer Relationship Management Tool (CRM) content Contact with delegates and organisations pre-, during and post-training sessions. Maintaining ongoing relationships with organisations purchasing training from Equation To review and improve administrative systems in partnership with the training team To provide administrative support to trainers both in remote and face to face sessions Creating SLA's and Training Agreements for trainers and partner organisations and training customers Work with the finance department to ensure training is invoiced in a timely manner. Support delivery of strategic and funded targets of wider workstreams Build and maintain relationships within training workstream, wider team and external contacts. Support on development of new processes for training through idea generation, planning, developing, implementation, and evaluation. Attend and contribute to external meetings as required
4.	Monitoring and Quality Assurance
	<ol style="list-style-type: none"> Ensure training team collect and collate effective monitoring data and generate reports for internal and external use. Quality assure training content and delivery to ensure it is current and continues to effectively meet the requirements of stakeholders Communicate best practice, Equate updates and evaluation data to wider Equation team
6.	Marketing
	<ol style="list-style-type: none"> Work with Equation's Communications team to ensure Equation's trainings are effectively promoted locally and nationally
8.	Equation
	<ol style="list-style-type: none"> Ensure own and team compliance with all Equation policy and procedure

	<ol style="list-style-type: none"> 2. Contribute to ensuring that processes are efficient and provide value for money 3. Promote all Equation resources, services and fundraising opportunities 4. Keep up to date with relevant legislation, policy and practice, especially safeguarding and gender issues 5. Any other duties as required of you by Equation
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The post holder must be committed to:

- Equation's core values of compassion, positivity, rigour, passion and collaboration.
- Increasing personal awareness in relation to diversity and equalities and incorporating this awareness into service provision
- Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs
- Developing an understanding of how domestic and sexual violence is interwoven within and across all social, cultural and religious communities
- Increasing and promoting equality and fairness for women and girls