



## **Sundial Centre for Education on Harmful Practices (“Sundial”)**

### **Part-time Lead Trainer Job Description and Person Specification**

#### **SUMMARY**

***Role: Part-time Lead Trainer - 3 days per week term time only***

***Contract period: 12 months (with the possibility of extension)***

***Location: Home-based, South East and Midlands***

***Pay: £30,000 annual pro rata***

***Reports to: Operations Manager***

#### **BACKGROUND**

Sundial delivers high quality education and training on harmful practices, such as female genital mutilation (FGM), “honour”-based abuse (HBA) and harmful body alterations. We offer safeguarding training for teams of professionals such as teachers, police and social workers. We also deliver lessons in schools, as well as workshops for community groups. We ensure people from FGM- and HBA- affected communities and young people are at the forefront of our work. Our training and education work is sensitive, on point and age appropriate.

All of our training is delivered in pairs, with at least one facilitator being from a community affected by the harmful practice discussed in the session.

**Harmful practices / topics covered in our training and lessons** (not extensive list):

FGM/C

Forced marriage

Spiritual abuse

Intersectionality and domestic abuse

## **Healthy relationships and body image, including:**

Body image and smart phones

The influence of pornography on young people

The female genitalia (including learning on FGM/C and female cosmetic genital surgeries)

## **Job Description**

You will deliver workshops on harmful practices and abuse issues to a high professional standard, together with a co-facilitator, and carry out administrative tasks as required for the effective delivery of our education programme.

## **Person Specification**

You will ideally be from a community affected by a harmful practice such as FGM/C or “honour”-based abuse and forced marriage. This does not necessarily mean you personally have been affected, but you have a deep understanding of the issues from living in your community.

## **Your knowledge of the topic:**

You will need a strong understanding of violence against women and girls (VAWG), ideally having experience working in the VAWG sector.

You will have a strong understanding of some or all of the topics that we deliver, in order to deliver workshops with a high level of expertise and answer any questions during the session.

A good understanding of safeguarding pathways would be desirable.

Please note we are confident that someone with experience in the VAWG sector would be able to upskill themselves, with our help, if there is a topic they are not familiar with, e.g. spiritual abuse.

## **High level of organisation:**

You will need to communicate with our Schools Coordinator to understand the details of the session, including who the session is for, any special requirements of the group and who you will be working with.

You will need to link with your co-facilitator ahead of the session to have a planning meeting, including discussing the content of the session, who will deliver which parts, and any specific needs of the group.

You will need to plan your own travel (reimbursed) - this can be anywhere in the Thames Valley, Birmingham or occasionally London. You may also need to link with your co-facilitator on their travel arrangements.

### **Administration skills:**

Whilst the bookings will be made by our Schools Coordinator, you will still be expected to do some administration, such as completing records after the session.

### **Time management:**

You will need to have excellent time management skills, including arriving at the venue in time to set up and deal with any last minute unforeseen issues which may arise (e.g. a school's firewall blocking our film materials).

You will also need to deliver the content allowing enough time for each section of the training. This will require being able to effectively work with your co-facilitator. Each session should be well paced with time for questions at the end.

### **You as a facilitator:**

It is important that you are a confident facilitator, including being comfortable to speak in front of a large group and able to project your voice.

You will also need to be dynamic and engaging, facilitating activities / discussion and using high impact teaching methods to keep the group engaged. You will also need to be confident managing lots of questions or someone 'over speaking'.

You need to be thoughtful and sensitive to everyone in the room, including trying to 'see' everyone, and being encouraging and non-judgemental.

You need to be comfortable working with adults, children and young people.

### **You as a leader:**

You will need to be comfortable taking the lead alongside your co-facilitator. This will include directing them if there are particular sections for them to deliver, and being clear on timings.

You will need to feel comfortable giving peer feedback, including on language used during the session and timings.

You will need to be motivational and encouraging as a lead, keeping things positive whilst also professional.

**You as a representative of Sundial:**

You will need to maintain a high level of professionalism as a trainer, showing interest in the client (e.g. the school safeguarding lead who has booked the sessions) and helping to build the relationship between them and Sundial. For example, you may be asked to join the client for lunch and this can be a great opportunity to discuss the needs of the school and possibly suggest other training sessions.

You will need to help the client feel confident that the session will run smoothly and that the content will be appropriate for the audience.

HOW to APPLY

- Please send your CV and a covering letter explaining your interest in the issues the charity addresses and your relevant experience. Please also ensure your CV includes details of two referees. We will not contact your referees prior to interview.
- We strongly encourage applications from people from communities affected by harmful practices.
- Applicants called to interview will be invited to deliver a presentation and complete a written task.
- The appointment is subject to an enhanced DBS check and references.
- Please submit your application to Kate Agha, CEO at [recruitment@sundialcentre.org](mailto:recruitment@sundialcentre.org)

By: 5pm on Friday 11 October 2024