

Job Description



Training Officer (part time 0.6 fte)

Job title:

Reporting to: Training & Development Manager

Purpose of role:

Salary: £32,000 fte (pro-rata for 0.6 part time role £19,200)

Hours: 21 hours p/w (part time and flexible working arrangements considered)

Pension: 5% employer contribution

Leave: 28 days per annum (pro-rata for 0.6 part time role 16.8 days per annum) plus bank holidays pro-rata for part time

Location: We are currently hybrid working: our team is largely home-based with some in-person attendance and meetings expected (mainly at our central hot-desking location in Old Street, London) in addition, for non-London based staff, we will consider hot-desking options near you, if required. **The Training Officer role will also require delivery at client venues.** We are open to conversations about flexible working arrangements.

About Become and the Training Officer role

Become, the national charity for children in care and young care leavers, is here to make a difference to individual lives right now, and the care system as a whole for future generations. We believe that young people who've experienced care should have the same chances as everyone else to live happy, fulfilled lives. We put young people at the heart of everything we do – helping them to be powerful agents of positive change in their own lives, in the care system and in society.

Now is a critical time to join Become with rising numbers of children in care and the need for our support greater than ever before.

We have ambitious plans for the future to reach more children and young people to help them to believe in themselves and shape the future they want and to tackle the structural and systemic issues holding young people back.

We have programmes of work that really make a difference, a welcoming and collaborative culture and a growing group of expert staff passionately committed to improving outcomes for children in care and young care leavers.

We are looking for an enthusiastic and experienced Training Officer to plan, design and deliver training content that makes a real impact. At Become we provide training and consultancy to organisations that work directly with children in care and care leavers and are seeking an excellent facilitator to deliver this important provision, who is creative and has strong organizational and self-administration skills.

The Training Officer will be involved in developing new and innovative pieces of work, including digital and in-person training packages alongside supporting the ongoing development and delivery of an accredited learning programme for Personal Advisers in Leaving Care Service Teams.

As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are also actively seeking to bring diversity of perspectives and experience, and especially welcome applications from people with disabilities, from Black, Asian, Minoritised Ethnic backgrounds and LGBTQ communities.

Become is committed to tackling systemic racism and providing an inclusive, equitable workplace. We recognise that embedding equity, diversity and inclusion principles is an ongoing journey and one which we are determined to invest in.

At Become we strive to embed our core values into all aspects of our work;

Honesty- We represent the experiences of children in care and young care leavers with honesty and integrity, and act in their best interests.

Respect - We listen to care-experienced people, and we work in partnership with them to improve the experience of being in care and life after care.

Kindness - We care about the young people we work with, and we help the care system to be more like a good parent. We look after ourselves and after each other so we can be our best for young people.

Empowerment - We help children and young care leavers to be powerful agents of positive change in their own lives, in the care system and in society.

Optimism - We are angry about the times when the care system and society let young people down, but ambitious, determined, and optimistic about our ability to make things better.

Job Overview

Key responsibilities: (add key responsibilities below)

- To plan, design and deliver training & consultancy for professionals on topics related to children in care and young care leavers
- To build and maintain relationships with key stakeholders, clients, participants and young trainers
- To work closely alongside local authorities to write and deliver a Personal Advisers' training programme
- To support activity to raise awareness of Become's training offer and build relationships with new clients e.g. social media posts, attended events
- To take on specified roles for the delivery, assessment and management of accredited learning
- To evaluate the quality and impact of the training by gathering and reviewing feedback data and working with the Training & Development Manager to use learning to inform developments and improvements
- To work directly with care experienced young people in the development and delivery of our training packages and facilitate workshops and young people's forums
- To draw on Service delivery insights to inform the updating of training resources
- Uphold the organisation's values (and ensure the team upholds these)
- Embed Equity, Diversity, and Inclusion principles into your work practices

Who you are

Personal Qualities

- You have a passion for our mission, vision, and values.
- You understand the importance of Equity, Diversity and Inclusion and commit to helping create a culture with EDI at its heart

- You have a commitment to social justice and to the rights of children and young people
- You are compassionate and young person-centred

Knowledge, experience, and skills

- Significant experience of successful training work with professionals and a related qualification
- Demonstrable experience of working in the children and young people's sector (ideally care sector) and/or the voluntary sector
- Demonstrable experience in writing training sessions, creating interactive workshops and producing training materials to meet identified learner or client needs
- Experience in delivering training to a wide range of professionals online and in-person
- Experience of working in collaboration with key stakeholders
- A strong understanding of the key issues relating to the effective provision of services for children in and from care, and the key issues facing children in care and care leavers
- Strong organisational and self-administration skills
- Experience of coordinating and delivering training events
- Experience of delivering 'train the trainer' programmes, ideally to young people
- Excellent written and verbal communication skills
- Excellent training facilitation skills – in person and online
- Excellent IT skills including ability to use of PowerPoint, Canva, online video platforms (e.g. Zoom, Teams), Eventbrite and online databases
- Experience of the creation of e-learning packages would be desirable