



## Job Description and Person Specification

<b>Post Title:</b>	Training Officer
<b>Contract Type:</b>	Fixed-term contract (until 31 March 2030), subject to continued funding
<b>Hours:</b>	Full Time (35 hours per week)
<b>Salary:</b>	<b>£32,480 - £37,480 (depending on qualifications and experience).</b>
<b>Place of Work:</b>	Southall (up to 2 days WFH)
<b>Responsible to:</b>	Director of Legal Services and Community Engagement

### Job Purpose:

The postholder will play a key role in strengthening national, regional and local responses to violence against women and girls (VAWG) affecting Black, minoritised and migrant women. They will design, develop and deliver a high-quality, influential training programme for statutory agencies, voluntary sector organisations and other key stakeholders on VAWG, including domestic abuse, harmful practices such as 'honour'-based abuse, force marriage, and related forms of gender-based violence.

The role will have a particular focus on the intersections between VAWG, immigration and asylum systems, and no recourse to public funds (NRPF), ensuring that professional responses are rights-based, trauma-informed and grounded in an understanding of structural racism and gender inequality.

Working collaboratively with SBS colleagues, project partners and, where appropriate victim-survivor, the postholder will ensure that training is informed by lived experience and SBS's long-standing specialist practice, contributing to improved policy, practice and outcomes for Black, minoritised and migrant women.

The postholder will also contribute to the wider work of SBS, supporting the organisation's strategic objectives, feminist values and commitment to challenging violence against women and girls in all its forms.

### Duties and Responsibilities

#### 1. Training Development and Delivery

- Research, design, develop and deliver high-quality and specialist training programmes on violence against women and girls (VAWG) affecting Black, minoritised and migrant women, aligned with SBS's strategic goals and advocacy priorities and frontline practice.
- Develop training content covering domestic abuse, harmful practices (including 'honour'-based abuse, FGM, and forced marriage), and the intersections of VAWG with immigration, asylum and no recourse to public funds (NRPF).
- Produce training materials, toolkits, and resources rooted in SBS's frontline expertise, feminist values and best practice for supporting victim-survivors, working in collaboration with project partners and, where appropriate women with lived experience.
- Coordinate, schedule and deliver training sessions for a range of audiences, including statutory agencies, voluntary sector organisations and community groups.

- Organise and facilitate seminars, webinars, conferences and other learning events in partnership with internal and external stakeholders as required.
- Support staff development by identifying learning needs and delivering internal training for SBS staff and partner organisations.

## **2. Monitoring, Evaluation and Learning**

- Embed robust monitoring, evaluation, and learning frameworks across training programmes, gathering qualitative and quantitative feedback to assess impact and inform continuous improvement.
- Maintain accurate records and provide data, reports and narrative updates for internal learning, funder reporting, policy development and research purposes.
- Maintain up-to-date knowledge of legislation, policy and practice relevant to VAWG, immigration and NRPF, undertaking training and professional development as identified through supervision and appraisal.
- Maintain clear and accurate records of work undertaken and produce reports as required.
- Manage an individual work plan, agreeing objectives with the line manager and monitoring progress against agreed targets.
- Participate fully in supervision, appraisal, training and team meetings.

## **3. Policy, Public Affairs and Influencing**

- Contribute to the delivery of SBS's influencing strategy on issues affecting Black, minoritised and migrant women and girls experiencing VAWG.
- Ensure that training insights and frontline learning inform SBS's policy positions, campaigns and advocacy work.
- Support the production of policy briefings, consultation responses, research summaries and other materials as required.
- Monitor relevant policy and legislative developments and contribute to internal discussions and recommendations.

## **4. Stakeholder Engagement and Representation**

- Build and maintain effective working relationships with external partners, funders, statutory agencies and stakeholders to promote SBS training and increase uptake.
- Represent SBS externally at meetings, seminars, roundtables and conferences as required, promoting SBS's analysis, values and policy positions.
- Support collaboration across SBS teams to ensure coherence between training, frontline services, policy and campaigns.

## **5. Communications and Public Awareness**

- Support efforts to raise public and professional awareness of all forms of VAWG affecting Black, minoritised and migrant women, including the barriers faced by those with insecure immigration status.
- Contribute to communications and campaigning activity, including written content and public-facing materials linked to training and public education work.

## 6. general Responsibilities

- Promote and reflect SBS's values in all areas of work, including respect for the rights, dignity, and the agency of Black, minoritised and migrant women and girls.
- Maintain clear and adequate records of work done, and to produce reports on work programmes and activities as required.
- Be responsible for individual work plan activity and work with the team manager to set and agree on clear objectives, as well as regularly monitor performance against workplan requirements
- Be responsible for personal learning and development and keep up to date on research, relevant legislation, policy and practice, and other literature relevant to the role
- Participate in supervision, training and meetings as required, and assist in the development of services in line with agreed development plans
- Carry out word-processing, filing, and administrative tasks necessary to comply with the job description
- As needed, assist in the organisation of SBS conferences and or events
- Responsible for undertaking any other duties appropriate to the post.
- Adhere to SBS's policies and procedures and ensure awareness and integration of an equalities and human rights agenda in all areas of work
- Ensure compliance with all legal and contractual reporting requirements in relation to policy advocacy
- In conjunction with Line Manager and Head of Service to attend and contribute to team/staff meetings, supervision/appraisal, and other meetings as appropriate
- Undertake any additional duties to contribute to the smooth running of the SBS centre, services, projects and campaigns.
- Adhere to SBS's policies and procedures and actively uphold SBS's core values-including anti-racism, secularism, intersectional feminism, and a commitment to human rights and social justice-across all areas of work.

## Person Specification

Your application should give clear examples of experience, knowledge, skills, and abilities gained through paid and/or unpaid work (e.g., volunteering or campaigning).

**Key:**

**E = Essential (must-have criteria)**

**D = Desirable (criteria that will strengthen your application)**

**\* = Criterion used for shortlisting**

Qualifications and Experience		
Specification	E/D Shortlisting	Assessed via
Experience of developing, delivering and evaluating high-quality training	E*	Application & Interview

programmes, preferably within the voluntary, community or public sector.		
Experience of designing training content for diverse audiences, including statutory agencies and community-based organisations.	E*	Application & Interview
Experience of implementing, monitoring, evaluation and learning (MEL) systems for training or learning programmes.	E*	Application & Interview
Experience of facilitating in-person and/or online training, workshops or events.	E*	Application & Interview
Experience of working collaboratively with partners and stakeholders to deliver learning or capacity-building activities.	D	Interview
<b>Knowledge</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
A strong understanding of the experiences and needs of Black, minoritised and migrant women and children affected by violence against women and girls (VAWG), including domestic abuse, harmful practices (such as “honour”-based abuse, and forced marriage), and institutional racism.	E*	Application & Interview
Knowledge of the intersections between VAWG, immigration and asylum systems, including no recourse to public funds (NRPF).	E*	Application & Interview
Understanding of intersectional feminism and how it applies to training, learning and organisational change within a charity context.	E*	Application & Interview
Knowledge and understanding of the work, values and history of Southall Black Sisters (SBS)	D	Interview
<b>Skills</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Excellent verbal communication and facilitation skills, with the ability to engage and adapt to diverse audiences.	E*	Application & Interview
Ability to translate complex policy, legal and social issues into clear, accessible and engaging learning materials.	E*	Application & Interview
Strong written and visual communication skills, including the	E*	Application & Interview

ability to produce training resources and reports.		
Strong organisational and project management skills, with the ability to plan, prioritise and meet deadlines.	E*	Application & Interview
Ability to work independently, respond to competing demands and adapt to change in a fast-paced environment.	E	Interview
Proactive, solution-oriented approach with strong problem-solving skills.	E	Interview
<b>Other</b>		
<b>Specification</b>	<b>E/D Shortlisting</b>	<b>Assessed Via</b>
Demonstrable commitment to anti-discriminatory practice, equal opportunities and applying an intersectional, human rights-based approach to all areas of work.	E*	Application & Interview
Commitment to feminist, anti-oppressive practice and working in an anti-racist organisation.	E*	Application & Interview
Willingness to attend occasional evening and weekend meetings and events.	E	Application

***It is essential to the development of SBS' service delivery that the post holder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of all responsibilities the postholder may have over time.***

This vacancy is open to Black and minoritised women only, in accordance with the Equality Act 2010, Schedule 9, Part 1, due to the nature of the role and the work of the organisation.

We reserve the rights to close this advert early if we receive a high volume of strong applications, so we encourage early submissions.