



LATIN AMERICAN WOMEN'S RIGHTS SERVICE (LAWRS)

Job Description

Job Title Training and Development Officer

Reports to Development Manager

Hours per Week 21 hours per week

Contract 30 November 2022, fixed term with possibility of extension.

Salary £28,100 per annum pro rata

Pension Government Workplace NEST Pension Scheme

Responsible for 1-2 volunteers

Job Purpose

The Latin American Women's Rights Service (LAWRS) is a human rights and feminist organisation led by and for Latin American migrant women in the UK. Our work is dedicated to supporting the immediate and long-term needs of Latin American migrant women exposed to violations of their fundamental human rights; facing violence against women and girls, exploitation or trafficking; enduring difficult living and working conditions in low paid jobs, and facing barriers to social protection.

LAWRS Development Team reflects changing approaches to workplace learning and considers the skills needed for the future as part of individual and organisational development plans. It delivers high quality bespoke training and informative material on Violence Against Women and Girls (VAWG) strands, including Harmful Practices and sexual harassment, equipping trainees with the knowledge, practical skills, and motivation to carry out their work activities effectively. LAWRS also carries out outreach activities, community engagement, presentations within community settings and group work sessions for Latin American women.

The post holder will be responsible for the coordination, planning, design and delivery of LAWRS sexual harassment in the workplace project funded by Rosa Foundation. As part of this work, the post holder will be responsible for developing and delivering high quality bespoke training and informative material on VAWG, with a particular focus on sexual harassment and supporting our grantees in the development in strengthening their internal capacities, practices and procedures to prevent and respond to VAWG and sexual harassment at the workplace. Furthermore, the post holder will work in the implementation of LAWRS insource/outsource training process, through which the organisation is seeking to strengthen staff capacities in various areas related to our work.

Main accountabilities

1. To develop bespoke training packages and informative materials about VAWG, including specific strands, based on achieved results from previous projects (e.g. sexual harassment, VAWG prevention in young people, harmful practices, etc.) by:
 - Updating LAWRS' toolkit on Sexual Harassment in the workplace, as one of the key tools to deliver our training sessions.
 - Implementing in training sessions the toolkit to pilot the developed tools with our grantees. Therefore, working closely with LAWRS partners to ensure that the material targets the audience and provides practical tools, resources and opportunities for learning and development for attendees.
 - Supporting our grantees in the development of replica training sessions.
 - Identifying the training and development needs of different audiences and stakeholders on this matter through the assessment of their relevant knowledge and work experience.
 - Assisting the Development Manager in the implementation of LAWRS insource/outsource training process based on the needs of the organisation and the individuals.
 - Working closely with LAWRS colleagues to ensure that the organisational expertise experience is reflected in the material.
 - Using information obtained from our monitoring and evaluation activities to update and improve our training packages, for both our Sexual Harassment in the workplace project and LAWRS insource/outsource training process.

2. To effectively coordinate and implement all tasks related to the project on sexual harassment in the workplace led by LAWRS, including:
 - Organise and participate in project meetings, events, conferences, etc.
 - Develop the project's monitoring and evaluation system.
 - Implement monitoring and evaluation plans, including developing tools to capture information from our grantees to be incorporated in our monitoring and evaluation system.
 - Plan, deliver and evaluate project activities as required with our grantees, to make sure the project is on track to achieve its objectives and to make necessary adjustments to the project's logic if necessary, once approved by the donor.
 - Based on collected data from grantees, produce internal and external reports, including the final project report in the template requested by the donor.
 - Consider the cost at all project stages and keep the running of activities within the budget.
 - Support our grantees in the planning of activities and in their implementation to achieve our expected results.

3. Support the Development Manager in designing, implementing and overseeing the smooth running of LAWRS Training and Development plans, in order to:
 - Identify training and development needs within the organisation, through the implementation of our insource/outsource training process. This should be aligned with the job descriptions and analysis, as well as the appraisal schemes.
 - Conduct regular consultation with managers and human resources departments to support the implementation or the insource/outsource training process.
 - Support the ongoing assessment of staff's skills and knowledge within an organisation, to update or change LAWRS organisational development, in order

to guarantee that our training processes respond to organisational needs and increase staff skills, capacities and knowledge in relevant areas of work of the organisation.

- Monitor and review the progress of LAWRS trainees through questionnaires and discussions with managers.
- Supporting the development of policies and procedures and influencing good practice at LAWRS.

4. To recruit participants and promote LAWRS training and development activities and results:

- Make use of the online and offline distribution channels available to LAWRS.
- Contribute to the development of new organisational networks and/or develop existing ones.

5. To effectively carry out all relevant administrative tasks as delegated by your line manager, including:

- Supervise and/or implement monitoring and evaluation activities as required.
- Collate data and produce internal and external reports considering the cost at all project stages and keep the running of activities within the budget.

6. To maintain up to date knowledge of the legal, practical, and social factors involved in addressing VAWG by:

- Attend training, events, conferences, and other development opportunities in agreement with your line manager.
- Share knowledge and relevant information internally within and beyond the team as relevant.
- Attend regular one to one sessions and other meetings as required.

7. Other accountabilities:

- Participate in the process of planning and updating strategic and operational plans, as well as other organisational priorities.
- Abide by Health and Safety guidelines and share responsibility for your own safety and wellbeing and that of colleagues.
- Carry out any other duties appropriate to the post as requested by your line manager to ensure the effective delivery and development of the service and the smooth running of the organisation.

Person specification

Experience	Application Form	Interview	Exercise
1. Demonstrable experience delivering training about VAWG related issues.	✓	✓	✓
2. Demonstrable experience coordinating, designing, delivering, and evaluating workshops and training sessions.	✓	✓	✓
3. Experience developing training materials and tools	✓	✓	✓
4. Experience in coordinating projects, particularly in developing and implementing project plans and supporting all parties to implement project activities	✓	✓	✓
5. Experience of working in partnership with statutory and voluntary organisations in the UK, including Unions	✓	✓	
6. Experience doing monitoring and evaluation work, including development of tools and M&E systems.	✓	✓	✓
Knowledge and Understanding			
5. Excellent knowledge of the different types of violence facing women and girls including sexual harassment and harmful practices, including how intersectionality	✓	✓	✓
6. Excellent understanding of the needs and issues facing Latin American women in the UK.		✓	
7. A commitment to work within LAWRS values and ethos.		✓	
8. A commitment to integrate equal opportunities principles and anti-discriminatory practice in all aspects of the work		✓	
9. Familiarity with the statutory and voluntary services available to meet the needs of Latin American and other migrant women facing VAWG.		✓	
10. Excellent command of English and Spanish or English and Portuguese both orally and in writing (please provide examples).	✓	✓	✓

Skills and Abilities			
11. Excellent presentation, communication and interpersonal skills, and an approachable and sensitive nature with both user groups and senior level professionals.	✓	✓	✓
12. Excellent communication and coordination skills, particularly to coordinate processes with external stakeholders	✓	✓	✓
13. Ability to incorporate feedback from colleagues and provide critical and well founded evidenced based assessments	✓	✓	✓
14. Good ICT skills, including the ability to be self-administering, making use of computerised systems and databases	✓	✓	
15. Ability to set priorities and work on your own initiative.		✓	
16. Excellent organisational and planning skills to manage your time and to meet deadlines and objectives.		✓	
17. Strong team working skills and collaborative approach to learning both face to face and remotely.		✓	
18. Personal commitment to improving your own knowledge and skills and a passion for continuing learning and development	✓	✓	
Desirable			
19. Experience managing volunteers.	✓		
20. Previous experience working as a VAWG trainer or caseworker in the voluntary sector.	✓		
21. Ability to speak a third language whether Spanish or Portuguese.	✓		
22. Experience managing and coordinating projects in a lead capacity.	✓		
23. Knowledge of design programmes	✓		
24. Development of training for trainer toolkits	✓		
25. Experience in delivering and implementing training sessions for training for trainers	✓		

Other requirements or conditions of the role:

1. This post is subject to DBS (Disclosure Barring Service) check.
2. You might be requested to participate in occasional organisational activities on the weekends and/or outside your working days/hours. Those hours of work would be compensated with time off lieu (TOIL)
3. This job description outlines the current main responsibilities of the post; however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

Last updated: November 2021