



# TRAINING COORDINATOR

Job Description



Registered Charity No: 1109637 · Company Number: 5424196

# AN INTRODUCTION TO BIRCHALL

The Birchall Trust empowers people affected by rape, sexual and domestic abuse, sexualised or domestic violence to recover from their trauma so they can lead safe and fulfilling lives irrespective of gender identity, sexuality, ethnicity, culture, or religion.

We believe that we should live in a society that is free of rape, sexual abuse, and sexualised violence and through a trauma informed approach we...

- Realise the potentially damaging consequences of traumatic experiences and the opportunities that exist for healing through safe relationships.
- Recognise the signs of trauma, and seek to address the underlying causes
- Respond with empathy, integrating the knowledge of trauma into our policies and practice.
- Resist retraumatising people and aim to deescalate the deep anxiety that adversity can cause.

.... assisting people to recover from their trauma, by enabling them to live in the present without being overwhelmed by the thoughts and feelings of the past.

## OUR CORE TRAUMA INFORMED VALUES

Our values align to the core trauma informed principles around:

<b>Safety</b>	We recognise the impact of shame, we create safe spaces and make people feel safe, by building trusted relationships.
<b>Trusted</b>	We avoid judgement and understand shaming and blaming language can damage people and harm relationships. We are emotionally aware. We avoid blame. We believe and do not judge.
<b>Choice</b>	We ensure that the people using our services have a voice and their choices are important, we understand that everyone's experience matters, and that recovery is an individual experience and will be different for everyone.
<b>Collaboration</b>	We work together to achieve the best possible outcome, we are person centred and see the person's strengths, building upon them, we are reflective and learn together
<b>Empowerment</b>	We seek to make a difference, innovative and be the change we want to see. We make a difference, we are transparent, and take responsibility. We develop resilience enabling people to build on their strengths.

# JOB DESCRIPTION

<b>Job Title:</b>	Training Coordinator
<b>Accountable to</b>	Head of Learning, Development & Community Engagement
<b>Base:</b>	Morecambe, Barrow or Blackburn
<b>Salary:</b>	£24,900 (£19,920 pro-rata)
<b>Hours:</b>	30 hours a week
<b>Leave:</b>	25 days holiday per annum plus bank holidays (currently 8 per year). This is pro-rated for anyone working less than 37.5 hours per week.

## ABOUT THE ROLE

This is an exciting new role here at Birchall to support the development of our internal and external training offer to raise awareness of working with survivors of rape and sexual abuse and the trauma they experience. The role will work with both internal colleagues, external stakeholders and members of the public.

As part of the community engagement team, you will use your skills and knowledge to identify training opportunities, evaluate its effectiveness and maintain records. You will use various creative tool platforms and stay informed about new developments in the field of rape, sexual assault prevention and trauma informed care to continually enhance the quality of our training programmes

You will also support the recruitment and induction of new team members by providing information and training about Birchall.

## ABOUT YOU

If you have the knowledge, experience and passion about the work that we do then this could be the role for you. We're looking for someone who is an excellent communicator and can tailor messages to different audiences, we want solution focused, flexible individuals who know the great feeling of working in a team culture.

Above all you are driven by a desire to make a positive difference in the difference of lives of survivors. The role of training coordinator will allow you to challenge this passion into meaningful and impactful work, helping to challenge attitudes towards sexual violence through educating our communities, raising awareness, collaboration and influencing change.

Specialist Knowledge & Qualifications	Essential	Desirable
Experience in coordinating and delivering training programmes, preferably within a charity setting.	E	
Excellent communication skills, both written and verbal, with the ability to deliver engaging training sessions.	E	
Strong organisational skills, with the ability to prioritise and manage multiple tasks simultaneously.	E	
Ability to work with a diverse range of stakeholders, including survivors of rape and sexual abuse, professionals, and volunteers.	E	
Experience working with accredited bodies, such as CPD		D
Experience with the use of e-learning technology e.g. i-spring, articulate and experience using online learner management systems e.g. thinkific		D
An understanding of working with vulnerable individuals and/or survivors of trauma		D
Experience in producing and using feedback (to evaluate the effectiveness of training programmes)	E	
Proven IT skills, including use of all MS Office programmes and design programmes such as Canva	E	
Experience of writing operating manuals and 'how to guides'		D
<p>An understanding of legislative framework and how it may impact in a training setting including.</p> <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Professional boundaries</li> <li>• Data protection and GDPR principles</li> <li>• Equal opportunities</li> <li>• Safeguarding</li> </ul>	E	
Ability to work on own initiative and independently, prioritising work effectively	E	
Ability to work at times under pressure, to self-motivate, motivate others in an enthusiastic, professional, and collaborative way	E	
Ability to self-reflect and develop and improve practice through ongoing training and review	E	

Trauma Informed Values	Essential	Desirable
Able to work in a flexible and responsive way to meet the gender and cultural needs of people using our services	E	
Able to listen closely and communicates effectively with a variety of communities, agencies, and individuals	E	
Able to act with integrity and take personal accountability for your work	E	
Able to use reflective practice to continually improve performance by learning from mistakes and celebrating success	E	
Commitment to delivering quality services, achieve results, working effectively to meet KPI's and sharing knowledge and learning	E	
Commitment to supporting people using our services to be involved through feedback and having a platform to amplify their voices	E	
Commitment to raise awareness in the community and challenge wider issues affecting the people who use our services	E	
Able to apply creative thinking and challenge the status quo to introduce new ideas	E	

## HOW TO APPLY

Thank you for showing an interest in applying for a role with The Birchall Trust. Please fill out our online [Application Form](#). Alternately, go to our [Vacancies Page](#) on our website, select the job you would like to apply for and click the Apply Here button.

Top Tip: Please leave up to 20 seconds for the form to submit. You will be redirected to the Equal Opportunities Form once it has been submitted. You will need to attach your most recent CV and you can upload any additional documents that you think will help with your application.

If you require any further advice on any of the above, please phone [01229 820828](tel:01229820828)



Birchall in Numbers

# WHAT WE'VE ACHIEVED

2022-23

**4711** counselling and wellbeing sessions were delivered by the team

**229** people received adult counselling (an average of 21 sessions)



**249** children attended our education programme with **192** children and young people accessing our services

**33** children accessed play therapy (an average of 27 weeks)

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To the future people who walk through the doors of the Birchall Trust I would like to say well done, because like me you may well be doing the best thing of your life, because I finally found my self worth and an overwhelming feeling of finally wanting to live.

Previous Client

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# WHY BIRCHALL?

Being a part of team Birchall is a rewarding and exciting experience. With full time and freelance team members across Cumbria, North Lancs, East Lancs, and the Fylde Coast, With numerous volunteers and people with lived experience, you'll join a strong team dedicated to supporting people affected by rape and sexual abuse.

Each year we campaign, fundraise and offer educational programmes as well as wellbeing services and group work activity sessions.

## Our Volunteers

We have had some amazing people raise money and awareness for Birchall this year. From Running the Great North Run, talking to students at freshers' events, Walking the 3 peaks in one day and even joining us at the Keswick to Barrow Walk... we want to thank everyone who helps us support people affected by rape and sexual abuse this year!

## What we offer

We recognise that each person using our services is an expert on their own emotional process and we aim to create an environment where people can develop trust in their own intuition and safety in a space where they can begin to explore their feelings and thoughts about their experience.

Our framework consists of 3 stages:



1. Stabilisation & Understanding

2. Processing & Acceptance

3. Integration & Engagement

Counselling

Education & Training

Wellbeing

Peer Support



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“I can now understand why I feel and behave the way I do. I have learned grounding techniques which are invaluable. The relationship between my counsellor and I has been priceless. Thank you for giving me my life back.”

Previous Client

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## USEFUL LINKS



[@TheBirchallTrust](#)



[@BirchallTrust](#)



[@thebirchalltrust](#)



[The Birchall Trust](#)



[www.birchalltrust.org.uk](#)



[The Charity Commission](#)  
[- GOV.UK \(www.gov.uk\)](#)