

Training & Events Coordinator

Job Description



Responsible to: Training & Development Manager

Job Summary: Families Outside is the only national charity in Scotland that works solely to support the families affected by imprisonment. The purpose of this post is to support the Training & Development Manager to deliver the training and awareness-raising programme externally, regarding families affected by imprisonment in order to guide key professionals to support families within their own remits. This post will also be required promote and coordinate families outside events, training and awareness raising activities.

Salary: Families Outside scale points 24-28 updated annually subject to appraisal and where funds allow.

Hours: 28 hours per week worked flexibly.

Location: This post will be primarily based at a Families Outside office with scope for home working and a significant amount of time in the field representing Families Outside at meetings and delivering training.

Probation: A probationary period of 6 months will apply.

Holidays: 25 working days per year, plus 10 Public Holidays increasing to 27 days after five years of service (all pro rata).

Pension: The pension scheme is a Group Stakeholder Pension Scheme. Employees can choose to 'opt out' of the scheme, but without doing this means automatic enrolment. Families Outside will contribute 4% to the scheme. Employees choose their own level of contribution. The combined total is required to be at least 7%.

Key accountabilities	Tasks
Deliver Families Outside's training and events programme	<p>Deliver Families Outside's training products online via digital platforms and in the community.</p> <p>Support the delivery of Families Outside events, including the annual Families Outside Conference and National Prison Visitors' Centre Conference.</p> <p>Support the Training Development Manager to develop and produce training products which reflect the issues families affected by imprisonment face, enabling the professionals working with them to support children, young people, and families of people in prison effectively.</p> <p>Manage the booking and delivery process for events and training sessions.</p> <p>Support the wider EE team by contributing to the development of tools, resources and information to families and professionals.</p> <p>Actively promote and raise awareness of our training, events and resources via our social media, website, engagement with external partners and any other relevant forms of communication.</p>
Represent Families Outside	Represent Families Outside at relevant meetings, conferences, events, and working groups.

<p>Adhere to all Families Outside organisational policies, working within the aims and objectives of the charity.</p>	<p>Attend and participate in staff meetings, including Whole Team Meetings, and in Families Outside events as required.</p> <p>Bring to the attention of the Head of External Engagement, or in their absence, the Chief Executive, any situation that may compromise the organisation's position.</p> <p>Actively engage in internal and external communications.</p> <p>Attend relevant and appropriate training courses.</p> <p>Adhere to and maintain professional boundaries at all times.</p>
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All staff should use the opportunity to seek support and help from their Line Manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

All staff are expected to undertake any other reasonable duties as required and appropriate to the role. Additional duties will be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

This post may be subject to a disclosure check carried out through Volunteer Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Person Specification - Selection Criteria	Essential	Desirable
Previous Experience		
Experience of delivering training and giving presentations	*	
Experience of working with partner agencies		*
Some knowledge of the criminal justice system	*	
Skills and Ability		
Experience of or ability to deliver training to diverse groups	*	
Experience in the development of training materials and methods		*
Excellent listening, verbal, and written skills, and the ability to write reports	*	
Highly developed communication and presentation skills	*	
Ability to work independently and as part of a team	*	
Ability to organise/prioritise/manage work load in a pressurised environment	*	
Confident and proficient using a range of digital platforms and tools for the delivery of marketing campaigns and events	*	
Valid driving licence and access to a car for work purposes		*
Personal Qualities		
An understanding of, and able to demonstrate commitment to, the aims and values of Families Outside	*	
Willing to work flexibly and professionally to meet the needs of the organisation	*	
Willingness and ability to work occasional unsocial hours and to travel across Scotland to participate actively in relevant meetings and events	*	
Able to work under pressure and think innovatively about how best to use limited resources to come up with new ways to support children, young people, and families	*	
Understand and empathise with the needs of families affected by imprisonment	*	
Non-judgemental, approachable and reliable, calm attitude, and able to maintain confidentiality and personal boundaries	*	
Self-aware, regularly reflecting on your work and its impact on target audiences	*	
Willing to undertake relevant training and commitment to personal development	*	
Open to learning from others and willing to share knowledge and best practice when and as appropriate	*	

April 2023