



Empowerment, healing and transformation for women moving on from violence

October 2024

Dear Applicant,

Women and Girls Network Application Pack for the role of Training Administrator (Female Applicants Only)

This pack includes information about WGN, the Training Administrator opportunity and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us.

If you would like to apply for this role, please return completed Application and Equal Opportunities Monitoring forms by emailing them to recruitment@wgn.org.uk by 9am on Monday 25th November 2024.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview, we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

Michelle Springer-Benjamin
Head of Training



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Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

The London Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides



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tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.

Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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Training Administrator (Female Applicants Only)

Starting salary £27,000 per annum (£16,200 per annum, pro-rated) | 21 hours per week (Part-time), | Permanent

This role will involve hybrid working from home and WGN offices based in Vauxhall, as well as occasional travel across London

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence.

WGN's specialist Training Service aims to improve and enhance front-line staff effectiveness while influencing best practice in the field of violence against women and girls (VAWG). This is a unique opportunity for a highly motivated and efficient individual to provide administration support to WGN's Training department. We are looking for someone who is able to support and contribute to the training teams' proficiency, planning, promotion and innovation.

The Training Administrator is a core role within the Training Team. The successful candidate will provide a high level of administrative support to underpin the delivery of specialist training, act as the first point of contact for the service, manage the application system and ensure that the systems required to maintain an excellent service are seamlessly efficient and effective. As with all WGN team members, the Training Administrator is responsible for actively working within an intersectional striving for the highest quality and best practice.

If you have the passion, skills and vision for this role and are looking to make impact within a feminist organisation then we would welcome your application.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme, as well as the opportunity to work with a leading multi-cultural, women-led feminist charity.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian and Ethnic communities.

For further information and to download an application pack, please visit www.wgn.org.uk/support-us/work-with-us.

Completed application forms and Equal Opportunities Monitoring forms should be emailed to recruitment@wgn.org.uk by 9am on Monday 25th November 2024.

This post is subject to satisfactory references and DBS check.
WGN is an equal opportunities employer.
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



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Training Administrator - Job Description

Job title:	Training Administrator (Female Applicants Only)
Team:	Training
Reporting to:	Head of Training
Location:	This role will involve hybrid working from home and WGN offices based in Vauxhall, as well as occasional travel across London
Working hours	Part-time (21 hours / 3 days per week)
Contract type	Permanent

Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose

To provide an efficient and effective training administration to support WGN's Training department. Supporting the Training teams' facilitation of innovative, safe, high quality, survivor centred, trauma-informed and culturally responsive training programmes for survivors of violence against women and girls (VAWG).

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

Areas of Responsibility

Ethos and Values

- Actively contributes to the values, principles, and ethos of the organisation and models of best practice for working within Black feminist protocols and principles.
- Ensuring these are expressed in all areas of the delivery of WGN training events.
- To work from an intersectional framework, ensuring participants access and support whilst engaging with training.



Service delivery

Pre-Course Administration

1. To be the first point of contact for all routine training enquiries, issues and applications.
2. Update and manage the online applications system for WGN's training courses, ensuring selection criteria has been met.
3. Collate applications for course entry and pass to the necessary team member for consideration and update applicants on the outcome.
4. Record and respond to training expressions of interest from stakeholders.
5. Monitor and maintain WGN's training resources and ensure all training materials are on site for events.
6. Identify appropriate venues and manage bookings, equipment and refreshments for training events.
7. Provide administration support to the Training Coordinator and Head of Service to ensure the relevant resources, course documents and accreditation paperwork is prepared for training events.
8. Distribute and ensure that all delegates receive the required paperwork and joining instructions in the required timeframes and be the first point of contact for any queries.
9. Request, gather and collate required OCN registration information for all accredited training delegates.

Publicity and marketing

1. Oversee relevant content on Training pages of WGN's website and provide regular updates to managers and staff.
2. Ensure timely promotion of training events both internally and externally.
3. Assist with the development and distribution of a training newsletter.
4. Develop and maintain a contact list of organisations and other resources to promote WGN's training events.
5. To be the main contact and liaison with Eventbrite.

Post-Course Administration

1. Issue Certificates of Attendance for all training events.
2. Process training event evaluation forms and summarise collated information.
3. Acknowledge receipt, process and collate accredited training delegates completed logbooks for internal marking.
4. Distribute course materials and logbooks to delegates.

Training Team Administration

1. Develop, implement and maintain training administration systems.
2. Contribute to the updating of the Training team calendar.
3. Respond to and maintain records of bespoke training enquiries.
4. Maintain 'Universal Record' of all training applications, expressions of interest, and ineligible and / or withdrawn applications.
5. Support gathering and recording monitoring data for funding reports.
6. Provide IT support to facilitate all training activities.

7. Provide support for relevant research to support training content development.
8. Carry out ad hoc tasks required by the Head of Service and/or Training Coordinator

Professional relationships

1. To develop cooperative and supportive relationships with all stakeholders.
2. Attend training meetings as appropriate.
3. Maintain positive relationships with all contacts, partners, and commissioners.
4. To create a positive and professional relationship accreditation bodies.

General

1. At all times to work to WGN's values and ethos and maintain an inclusive and non-oppressive environment for team members and service users.
2. Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
3. Take all possible steps to ensure the safety and confidentiality of training delegates, team members and stakeholders in accordance with GDPR and other data protection legislation.
4. Attend and make best use of support and supervision sessions and training.
5. Be self-servicing and work flexibly as a member of the teams.
6. Work to ensure WGN is compliant with all key legislation.
7. Avoid any action that may cast WGN and / or its activities into disrepute.
8. Undertake any other duty commensurable with the post as required by the Head of Training.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

Variation Clause

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

Exemption

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

Training Administrator – Person Specification

Knowledge, Expertise and Experience	Requirement
Well-developed IT skills including demonstrable experience of using Word, Outlook, databases and online video communication platforms.	Essential
Previous experience of training administration or event administration	Desirable
Understanding of the issues affecting survivors with experiences of VAWG	Desirable
Skills, Abilities and Behaviours	Requirement
An experienced administrator with a high level of organisational skills	Essential
Experience of managing databases	Essential
Experience of developing and maintaining information systems to support effective working	Essential
Ability to balance competing expectations and demands flexibly, shifting priorities and adapting to accommodate evolving organisational priorities.	Essential
Highly organised, detail orientated and thorough with the ability to work systematically and accurately at pace.	Essential
Ability to work on own initiative, problem solve and overcome obstacles, recognising when to seek appropriate support.	Essential
Ability to respond to sensitive issues with empathy	Essential
Ability to pick up and introduce new systems with ease and confidence.	Essential
Commitment to own continuous professional development, and willingness to contribute to the learning of others.	Essential
Confident and considerate communicator, with well-developed interpersonal skills	Desirable
Resilient and able to model good self-care.	Desirable
Others	Requirement
Commitment to work in accordance with WGN’s ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable