



## Training Officer

### Job Description

Job title:	Training Officer
Location:	FLEX office, Vauxhall, London - Currently working remotely
Salary:	£27,000 per annum subject to deductions for tax and national insurance
Hours:	15 hours per week (equivalent to 2 days, with flexibility to accommodate care responsibilities)
Contract	Part-time employment (or contracted, if preferred)
Reports to:	FLEX Senior Policy Manager
Benefits:	25 days holiday per year plus bank holidays (pro-rata). A wide range of opportunities for skills development. Sociable office environment with many social justice charities sharing the building which includes cycle storage, showers and ongoing social activities.

### About FLEX

Focus on Labour Exploitation (FLEX) is a research and policy organisation working towards an end to labour exploitation. FLEX seeks to achieve this vision through the prevention of labour abuses, protection of the rights of those affected or at risk of exploitation and by promoting best practice responses to labour exploitation through research and evidence-based advocacy.

### About the role

This role will reinstate FLEX's training and capacity building programme, which seeks to enable front line organisations directly supporting workers at risk to identify and support potential victims of labour exploitation. As Training Officer, you will be responsible for the design and delivery of bespoke training and support to front line organisations supporting at-risk workers. You will have a strong background in the areas of human trafficking/modern slavery, or labour rights. You will join FLEX's Policy Team and work closely with our Networks and LEAG Officer to map areas of need and identify organisations to recruit into the programme. Above all this role requires someone with real passion and commitment to FLEX's work to end labour exploitation and an excitement for working in a small, dynamic team.

# FOCUS ON LABOUR EXPLOITATION

## Key responsibilities

- Developing bespoke training programmes and toolkits on labour exploitation, human trafficking and 'modern slavery' for front-line organisations, working closely with FLEX colleagues to ensure that the organisational expertise and perspective is reflected in the material.
- Maintaining up to date knowledge of the legal, practical and social factors involved in addressing labour exploitation.
- Mapping front-line services in direct contact with people facing or at risk of labour exploitation in need of capacity building support to engage in our programme.
- Working closely with FLEX 'Networks and LEAG Officer' to identify priority groups to engage in FLEX training programme.
- Supporting participating organisations through ongoing coaching and support, and by addressing key relevant development needs.
- Delivering group training sessions to participants of different backgrounds and levels of knowledge in the areas of labour exploitation, human trafficking for labour exploitation and 'modern slavery'.
- Carrying out ongoing monitoring of project activities and outcomes to inform the delivery of the project, as well as for internal and external reporting.
- Managing a small budget for the project.
- Drafting project reports for funders and for organisational learning.

## General

- Building effective relationships with relevant stakeholders, networking and acting in representation of FLEX as required;
- Supporting FLEX's fundraising efforts by identifying new funding opportunities for FLEX training programme;
- Undertaking any other reasonable duties consistent with the skills, abilities and position of the role.

## 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 in the weekends and/or outside your working days/hours.
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: October 2020

## Person specification

Experience and knowledge:	Assessment stage
1. Experience delivering group training, ideally on the areas of human trafficking/modern slavery and/or employment rights.	Cover letter, interview, exercise
2. Demonstrable experience designing, delivering and evaluating educational projects.	Cover letter, interview, exercise
3. Experience of working in partnership with organisations supporting vulnerable groups.	Cover letter, interview
Skills and abilities:	
4. Excellent understanding of human trafficking for labour exploitation and modern slavery, including key indicators of risk and available avenues for support (e.g. National Referral Mechanism).	Cover letter, interview
5. Excellent organisational and planning skills and the ability to meet deadlines and objectives.	Cover letter, interview, exercise
6. Excellent written and oral communication skills, with the ability to translate complex issues into easily accessible, informative material and presentations.	Cover letter, interview, exercise
7. A commitment to integrate equal opportunities principles and anti-discriminatory practices.	Interview
8. Excellent IT skills with sound knowledge of Microsoft Office.	Cover letter, exercise
9. Strong belief in FLEX's core mission and values and desire to further the organisational objectives.	Interview
10. Familiarity with the statutory and voluntary services available to meet the needs of women, migrant, and/or ethnic minority workers.	Interview
11. Team player and collaborative approach to learning.	Interview
Desirable:	
12. Flexibility to change working days.	Cover letter
13. Ability to speak a second language.	Cover letter
14. Direct experience supporting trafficked persons and/or workers facing labour abuse.	Cover letter