Part-time Programmes Lead

Job Description and Person Specification

Summary

Role: Part-time Programmes Lead (freelance – 22.5 hours per week/approximately 3 days per week)

Contract period: 12 months (with the possibility of extension)

Location: Home-based and Thames Valley, West Midlands and London (travel approximately twice a week)

Pay: £33,000 per annum pro rata (on a self-employed basis)

Reports to: CEO

Background

Sundial Centre for Education on Harmful Practices ("Sundial" previously called Oxford Against Cutting) delivers high-quality education and training on harmful practices, such as female genital mutilation (FGM), 'honour'-based abuse (HBA) and online harms. We offer safeguarding training for teams of professionals such as teachers, police and social workers. We also deliver lessons in schools, as well as workshops for community groups. We ensure people from FGM- and HBA- affected communities and young people are at the forefront of our work and our workshops are often delivered with facilitators with lived experience.

We are currently seeking a Programmes Lead to support the development of our education programme as we expand into London. The role will include an initial phase of engagement and outreach work to build new partnerships, awareness and collaborations in the London area. The Programmes Lead will subsequently deliver our workshops in London, online and across all the areas we work.

Job description

Sundial's education programme

- Promote Sundial's education programme in the London area and support marketing and outreach, with the support of our Lead Trainer
- Develop and advise on workshop material, particularly in relation to schools' education, to ensure Sundial's programmes meet the needs of schools, organisations and communities and fulfil Sundial's mission
- Support research and updates of workshops and training programmes
- Contribute to the development of new online resources and projects
- Create and maintain strong relationships with schools and organisations who benefit from Sundial's education programmes

Training and facilitation

- Deliver workshops for schools, professionals, youth groups etc on harmful practices and abuse issues to a high professional standard, together with our Lead Trainer or a co-facilitator
- Carry out administrative tasks as required for the effective delivery of our education programme.
- Follow Sundial's policies and procedures especially relating to Safeguarding

Projects

- Coordinate projects, such as new initiatives to engage young people with raising awareness of harmful practices through schools and youth clubs

General

- Work alongside the CEO, and Sundial's staff to carry out the implementation of Sundial's strategy
- Administration, including record keeping

Personal specification

- Experience of teaching in schools, preferably PSHE (including statutory RSE content)
- Safeguarding knowledge and experience
- Excellent understanding of government and schools' guidance on RSE and PSHE
- Excellent facilitation and presentation skills and ability to use high impact teaching methods
- A strong understanding of violence against women and girls (VAWG), online trends and emerging forms of abuse
- Comfortable working with adults, children and young people
- Self-starting, hardworking and committed to tackling harmful practices

- Excellent writing skills and good communication skills e.g. telephone manner
- Time management and organisational skills to be able to deal with multiple tasks and a range of priorities
- IT skills – competent in Microsoft Office applications of Word, PowerPoint, Excel, Canva (desirable), Survey Monkey (desirable)
- Willingness to travel for workshops in the Thames Valley, West Midlands and London
- Applicants with lived experience of harmful practices are encouraged to apply.

How to apply:

Please send your CV and a covering letter explaining your interest in the issues that the charity addresses and your relevant experience. Please also ensure your CV includes details of two referees. We will not contact your referees prior to interview.

We strongly encourage applications from people from minoritised communities and people from FGM- and HBA-affected communities.

Applicants called to interview will be invited to complete a presentation.

The appointment is subject to an enhanced DBS check and references.

Please submit your application to the Sundial recruitment team at:
recruitment@sundialcentre.org by 12th November.

Interviews will take place on 26th and 27th November.