



JOB ROLE	Head of Learning
JOB FUNCTION	<p>The Head of Learning is accountable for the development and delivery of NAPAC's training programme.</p> <p>They will maintain excellency in NAPAC's training programme and will be responsible for all functional and administrative delivery aspects of the training. They will also keep up to date with research and policy developments, develop new training content to meet a growing range of learning needs among different audiences, and identify and develop different packages to achieve the highest possible uptake of NAPAC's training programme.</p> <p>The Head of Learning is also responsible for identifying, contracting, training and supervising external trainers to ensure that increased demand for training can be met.</p> <p>Working with the Training Partnership Manager, who will identify and engage clients and target audiences, the Head of Learning will be accountable for presenting details of NAPAC's training content and programme to such audiences and discuss bespoke training requests.</p> <p>Overall, the Head of Learning will have a commitment to delivery of excellence in everything NAPAC does for survivors and those who support them.</p>
REPORTS TO	Chief Operating Officer
REPORTING LINES	Training Partnership Manager, contracted independent trainers
KEY WORKING RELATIONSHIPS	Head of Knowledge and Insight, Head of Development, Communications Manager, Head of Support Services and the whole of the Stockport team
LOCATION	Hybrid working with at least some days per week in the London office (one of which to be Wednesdays)
HOURS OF WORK	This is a flexible hybrid role. Minimum 21 hours per week (0.6FTE) up to full-time 35 hours (1.0FTE). Final working patterns will be negotiated with the successful candidate and may include the option of compressed hours.
SALARY	Salary is advertised at 1.0FTE level and will be pro-rated if appropriate.

MAIN AREAS OF RESPONSIBILITIES AND ACCOUNTABILITY

LEARNING AND DEVELOPMENT

- 1) Identify current and future training needs among various professions working with survivors (including train the trainer, professional practitioner, and general public audiences)
- 2) Have advanced knowledge of, and stay current on, trauma research of how best to support survivors in different non-clinical and therapeutic settings through review of the literature and attending conferences and seminars
- 3) Develop content that is suitable for different audiences and different delivery methods (in person, e-learning, webinars and so on)
- 4) Regularly assess participants' feedback and share these debriefs with the wider NAPAC staff team (and Board, when requested) to ensure continuous learning and development
- 5) Write evaluation reports
- 6) Work closely with the Training Partnership Manager and other colleagues to develop packages of training and consultancy that further NAPAC's mission and meet clients' needs. Support negotiations with (existing and potential) clients to refine proposals and secure deliverable contracts

DELIVERY

- 1) Design, organise and facilitate training workshops and webinars for external organisations as well as in-house training sessions for individual professionals
- 2) Develop, design and edit the content and materials of NAPAC'S training programme in line with the needs of a range of professions
- 3) Adjust content and delivery of training materials and presentations to suit the needs of specific audiences, ensuring it is accessible for that audience and meets their learning needs
- 4) Obtain and maintain accreditations of NAPAC's training programme
- 5) Identify, train, contract and supervise qualified external trainers

ORGANISATIOJNAL INPUT

- 1) Write and update content for relevant pages of the NAPAC website as required to spread knowledge and best-practice
- 2) Be available to provide consultancy services to organisations and policymakers addressing survivor-related issues (NHS, police, media and others)
- 3) Provide specialist input to all staff as requested for external submissions and funding applications
- 4) Any other duties as requested by line manager and CEO

PERSON SPECIFICATION

The ideal person for the role of Head of Learning will have a deep understanding of the wide range of impacts of childhood abuse and neglect over the survivor's lifespan and across families and communities; the relevant research; trauma-informed principles and practice; and the practical skills needed when working with adult survivors of childhood abuse.

SPECIFIC SKILLS AND EXPERIENCE INCLUDE:

- 1) Trauma-informed knowledge and expertise from practice, with a positive reputation in the field
- 2) Experience in developing and delivering training, including training of trainers
- 3) Understands the broad relevance of NAPAC's specific expertise with clear understanding of trauma-informed approaches or willingness and evidenced ability to learn
- 4) Positive attitude towards survivors, their support and recovery
- 5) Highly-networked in the field, including with potential clients
- 6) Connected to academic and practice networks for emerging research and best practice
- 7) Collaborative with colleagues and clients, ideally strength-based leadership (to develop the Training Partnership Manager)
- 8) They will have demonstrable experience in designing and executing training programmes. They will have skills in identifying learning objectives for a wide range of target audiences, as well as significant knowledge of training techniques (and a willingness to continually develop their learning in this area)
- 9) This person will also have experience in translating both clinical learning into training content and materials, as well as theory and research into practical knowledge and skills for professionals
- 10) They will have a good knowledge of the workings of the UK health care and social care sectors, criminal justice system and third sector organisations working with survivors of sexual or other types of abuse. They will participate in professional groups and forums, and collaborate with colleagues to share and gain insights
- 11) A degree or recognised qualifications in education, training, or a related field is desirable for this role
- 12) Creativity, innovation, attention to detail and delivery, highly developed interpersonal skills, MS Office proficiency (in particular PowerPoint), strong written and verbal communication skills are essential for this role as is the willingness and ability to build rapport with a broad range of stakeholders
- 13) They will have a good understanding of communication and accessibility, especially for delivering training
- 14) Able to work with the Training Partnership Manager to close deals, especially for larger bespoke training clients