**Diagram

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**Application form for Head of Training**

**About the application process**

* The Sex Education Forum’s recruitment and selection process is based on equal opportunities.
* To apply for the role of Head of Training please answer the questions in the application form, keeping within the word limits.
* Once received, the personal information will be separated from the other questions so that we can make our recruitment as unbiassed as possible.
* Please submit all pages of the completed form in a single word document. Please use subject title ‘Head of Training’ for your email.
* Do not send in a CV at this stage. Shortlisted candidates will be asked to send in a CV detailing work history and education / qualifications history and providing the names of two referees.
* Email the completed word documents to [info@sexeducationforum.org.uk](mailto:info@sexeducationforum.org.uk) by 12 noon on **Sunday 6 July 2025**
* Receipt of your application will be acknowledged. Only shortlisted candidates will be contacted about the progress of their application. Thank you for taking the time to apply.

**Key dates**

**Deadline to apply:** Sunday 6 July 2025 (12 noon)

**Interviews:** Tuesday 15 July and Friday 18 July 2025 (2nd round)

**Section 1: Personal information**

|  |  |
| --- | --- |
| Full name |  |
| Email address |  |
| Telephone number |  |
| Address |  |
| Please confirm that you are eligible to work in the UK |  |
| Do you have any access needs to support your participation in an online interview? |  |

**Now continue to the next page**

**Section 2: Application questions**This section includes 6 questions. Each should be answered within the maximum number of words.

This is your opportunity to tell us about your skills and strengths and how you use them in specific situations that are relevant to this role. We also want to find out more about why you are interested in the role.

**Question 1:**

Tell us about a piece of high quality RSE training that you have developed and delivered to educators (e.g. teachers, professionals, parents or carers) that made a significant impact.

* Describe who the training was for and how you ensured it met their needs
* Explain how it modelled high quality RSE training
* Describe how you monitored/assessed the impact of the training
* Explain how your personal strengths contributed to the success of the training delivery

**Maximum 250 words**

**Question 2**

Please summarise your experience of managing people. What tools, techniques, and personal strengths have you used as a line manager to effectively support and develop your colleagues?

**Maximum 200 words**

**Question 3**

Give an example of how you have taken an entrepreneurial approach to selling training. Mention any challenges you successfully overcame, any innovative approaches you used, and the result.

**Maximum 200 words**

**Question 4**

Tell us about a piece of work that you had a leading role in that has had national or strategic impact. This might be a piece of work that contributes strategically to the professionalisation of teaching of RSE, a RSE resource or intervention that has been rolled out nationally or something different. What was your role, how did you bring others on board, what was the impact.

**Maximum 200 words**

**Question 5**

Please describe a complex project you’ve managed or played a senior role in, which involved collaborating with both senior and junior colleagues and keeping deadlines on track. How did you address the risks and challenges, and ensure high-quality outputs and outcomes?

**Maximum 200 words**

**Question 6**

Please give an example of how you have meaningfully embedded the voices of marginalised young people within RSE training for adults / professionals. Explain what you hoped to achieve and how you went about involving young people.

**Maximum 200 words  
  
  
  
Question 7**

What interests you about this role and the opportunity to work at the Sex Education Forum? In your response, please highlight any relevant skills or strengths you haven’t yet mentioned in your previous answers.

**Maximum 200 words**