



Head of Training

Employer: Sex Education Forum

Role: Head of Training

Hours: Part time 0.6FTE (35 hours per week for 1.0FTE)

Hours to be carried out during business hours, spread over the working week.

Pay: £44,500 per annum 1.0 FTE

Contract: 12-month contract with scope for extension

Location: Remote working (within UK) and some travel.

Annual leave entitlement: 38 days per year including bank holidays for 1.0FTE

Sex Education Forum was founded in 1987 and became an independent charity in 2021. We convene over 70 Partner organisations, working together to make sure that the relationships and sex education (RSE) young people get is right for them. By working closely with young people and by training educators who support some of the most marginalized young people, we know what changes are needed to make RSE the best it can be. We use this understanding of the realities to influence national policy and to contribute to ground-breaking research on RSE. We will soon be launching a new three-year strategy and will be extending our training programmes to a wider range of professionals who support young people and seeking to further transform the professionalization of RSE teaching nationwide. The Head of Training will report to the CEO and will have a pivotal role line-managing our RSE specialists and leading the development of new products and projects to realise the ambitions of our strategy.

We are seeking to appoint someone with experience of working on RSE at a national level, exceptional understanding of the needs of young people and the professionals and trusted adults who support them. The successful candidate must have excellent interpersonal skills, and a strong track record in navigating the opportunities and challenges associated with equipping educators to be competent with RSE. The role is primarily funded through training sales and the post-holder would suit a highly experienced trainer and manager who is looking for growth in their career. A rigorous and evidence-informed approach to RSE training design and the commercial skills for successful product development is a must, along with the leadership skills to empower others.

We are particularly keen to hear from applicants that reflect the diversity of educators and young people that Sex Education Forum seeks to support.

Funding has been secured which provides scope for extension of the fixed term contract.

You can read more about the work of the Sex Education Forum [here](#) and in our annual [report and accounts](#).

Deadline for application: 6 July (midday)

Interviews: 15 July (online) with possible second round 18 July

Job description

Leadership

- Working closely with the CEO and colleagues internally and externally, play a leading role in SEFs strategic approach to professionalising the teaching of RSE and improving the competencies of educators nationally.
- Line manage Sex Education Forum staff with a training remit (2 reports) and supervise consultants
- Work closely with the CEO to identify and manage organisational risks and make reports for the board of trustees

Management and quality assurance of SEFs training and content

- Plan and manage a year-round programme of SEF book-on training events that meet the needs of educators providing RSE for children and young people with a focus on marginalised young people and the educators who work with them.
- Lead on securing business from commissioned training and manage the deployment of resources across the SEF team to deliver this.
- Monitor income generation through training sales against traded income targets for the year, reporting regularly to the CEO.
- Contribute content for marketing material and provide audience specific insights to support effective marketing strategies.

Oversee the ongoing quality of RSE training within the SEF team through:

- Co-facilitation, observing and coaching as required
- Providing onboarding for new RSE Trainers working with SEF
- Establishing and implementing quality bench-marks
- Evaluating the effectiveness of SEFs training, providing verbal and written reports as needed, and implementing learning from evaluation.
- Working proactively towards SEF's 'Equity, diversity and inclusion' vision statement and action plan and three-year strategy.

Development of SEF products and projects

- Provide strategic direction and lead a collegiate approach to the identification and management of a new product pipeline, including training offers, with due consideration to the Sex Education Forum's national profile and its positioning within the RSE sector.
- Identify, prioritise and progress opportunities for project fundraising, building on existing funded projects and in line with SEF's charitable objectives.

RSE specialist training design and delivery

- Design, prepare and deliver RSE specialist training products online and face-to-face for educators working in youth, education and social care settings, to the highest standards of evidence-based good practice in line with SEF values and principles.

- Elevate the voices of children and young people within the organisations' training and support for educators.
- Maintain an awareness of trends and changes in the education / RSE training market and adapt training accordingly.
- Stay up-to-date with current issues in RSE, relevant legislation and research and with safeguarding of children and young people, ensuring that SEF training is updated accordingly.

General

- Carry out other duties as reasonable and relevant to the level of the post.

Person specification – Head of Training

- **Experience of working on RSE at a national level:** Solid understanding of the national delivery opportunities and challenges in RSE, demonstrating insights into the needs of young people, particularly those who are marginalized and the professionals and trusted adults who support them.
- **RSE knowledge:** Specialist and cutting-edge knowledge and insights relating to relationships and sex education policy and practice and of the education sector in England. Able to draw on a wide repertoire of relevant evidence and research with precision to inform RSE training design.
- **People manager:** Considerable experience of providing effective line management, drawing on strong inter-personal skills, emotional intelligence, and professionalism, with ability to build relationships at all levels and to empower others.
- **Senior leadership:** Familiarity with board level governance and reporting structures and experience as a senior leader in a relevant organisation.
- **Strategic thinking:** Demonstrable ability to think and plan strategically with a forward-looking and holistic approach.
- **Commitment to youth inclusion and social justice:** Enthusiastic belief in the objectives and values of the Sex Education Forum and ready to apply a breadth of professional skills and experience to including young people and implementing SEF's vision for equity, diversity, and inclusion.
- **Training:** Adept at facilitating outstanding, interactive training with a wide range of professionals and adults and able to reflect on, refine and transfer those skills to others.
- **Communications and content production:** Exceptional attention to detail and ability to produce accessible content (e.g. reports, blogs, training materials, resources) of national significance and publishable quality.

- **Financial analysis and competence:** Ability to analyse business data and gather insights from which to make recommendations and manage risks; Strong numeracy and financial modelling skills to inform business decisions.
- **Digital and IT:** Confident and innovative in the use of digital technology and IT to achieve highly interactive and enjoyable training experiences, and to manage complex projects involving small teams.

Further information: An organogram for the Sex Education Forum is provided below. The Head of Training will report to the CEO.

