

Job Description and Person Specification

Relationships & Sex Education (RSE) Trainer and Specialist

Summary

Employer: Sex Education Forum

Role: RSE Trainer and Specialist

Hours: Part time or full time 0.6FTE - 1.0 FTE (35 hours per week). Flexible across the working week, according to the needs of the business

Pay: £32,000 per annum 1.0 FTE

- Fixed term contract ending 31 March 2024, with scope for extension
- Hours to be carried out during business hours, spread over the working week.
- Remote working (within UK) and some travel.

Application deadline: 7 June 2023 (midnight)

Interviews (remote): 16 June 2023

This is an exciting time to join the Sex Education Forum. In 2021 we established ourselves as an independent charity. Our friendly staff team work remotely, and need a skilled RSE Trainer and Specialist with expertise in meeting the RSE needs of marginalised children and young people and experience of project management.

You will lead an exciting project to develop and pilot RSE training for foster carers, and facilitate the involvement of care experienced young people. Secondly, you will work more broadly on developing Sex Education Forum's RSE training for professionals and RSE resources for use with small groups of young people outside of the mainstream classroom, building on our successful 'Outside the Box' programme. *These two aspects of the role may be detached, depending on the hours / FTE appointed to.*

This role will work closely with all colleagues in the staff team and will report to the Chief Executive. There is scope for extension of the fixed term contract. We are particularly keen to hear from applicants that reflect the diversity of educators and young people that Sex Education Forum seeks to support.

You can read more about the work of the Sex Education Forum [here](#). Of particular relevance to the role is the '[Start Talking](#)' guide, which the current pilot RSE training for foster carers builds on, and our [Outside the Box](#) programme.

Job description

Project management

- Project manage the Sex Education Forum's grant funded pilot project to develop, test and evaluate RSE training for foster carers, monitoring timelines, resources and finances to ensure timely and effective project delivery.
- Convene and facilitate project meetings and the project steering group.
- Provide support to the independent project evaluator, ensuring effective flow of communication and coordination of inputs and participation of project participants.
- Produce project reports for the funder and for internal use.

Youth involvement

- Facilitate the involvement of young people with care experience throughout the project, including the co-production of digital content to use in the training of foster carers.
- Apply a trauma-informed approach and relevant safeguarding practises.

Training educators

- Produce RSE training materials of the highest quality, that are bespoke to the needs of foster carers, working closely with a range of specialist professionals such as social workers.
- Deliver RSE training online and face-to-face that is responsive to the expressed needs of foster carers, in line with evidence base and the Sex Education Forum values and principles.
- Evaluate the effectiveness of training delivered and produce verbal and written reports for internal or external use.
- Liaise with customers and provide outstanding customer care, linking with the Sex Education Forum Operations Manager to ensure customer journey is complete.

Producing resources, written material

- Develop and write new RSE training products, with a focus on meeting the RSE needs of marginalised children and young people and meeting the training needs of the professionals who support them.
- Produce written material to describe training products and contribute to marketing of training products.

General

- Work collaboratively with all Sex Education Forum staff, contributing to the production of services provided for members and customers including event production and written material.
- Other duties as relevant to the role.

Sex Education Forum

Registered charity no 1193467

Registered address: PO Box 78778, London SW4 4GP

www.sexeducationforum.org.uk

email: info@sexeducationforum.org.uk

Person specification

- Experience of delivering Relationships and Sex Education with marginalised children and young people.
- Experience of involving young people in issues that affect their lives, for example the design of a service, intervention, resource or campaign that is relevant to them.
- Skilled in facilitating training for educators (e.g. foster carers, social workers, youth and health professionals) on relationships and sex education themes and in designing innovative, impactful training material.
- Sensitivity to the range of views and lived experiences of training participants and able to respond appropriately to challenging situations in training as well as pro-actively create and maintain a supportive inclusive and safe learning environment.
- Demonstrable ability to work to agreed training standards, and with curiosity about what makes training most impactful, thus willingness to continuously develop own training practice in response to learning and feedback.
- Planning, organisational and time management skills to fulfil project management tasks and a coordinating role in involving external and internal colleagues.
- Knowledge of up-to-date legislation relevant to RSE and safeguarding in England, and able to cite this accurately and (at least) basic knowledge of legislation relevant to looked after children and foster care provision.
- Knowledge of the national and international research evidence relating to RSE pedagogy and contemporary issues that affect children and young people, and specifically those who are marginalised, and able to cite this accurately in written work and dialogue.
- Strong IT skills, including use of a range of software and the ability to learn new IT skills and recommend new technology to achieve the best results.
- Demonstrable ability to produce high quality digital and written content that is engaging for specific audiences.
- Ability to work autonomously without supervision for the majority of the time, and with a pro-active approach to communication and collaboration in order to be part of an effective team.
- A strong commitment to equality and diversity and anti-discriminatory practice and to the values and principles of the Sex Education Forum, which includes providing all children and young people with accessible, accurate and inclusive information about relationships and sex matters while growing up.

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Terms of employment

Duration of contract. Fixed term contract to 31 March 2024, with scope for extension.

Hours of work. The post is 0.6FTE - 1.0 FTE (35 hours per week for 1.0FTE). The role would be adapted accordingly if the post is offered on a part-time basis.

Normal Place of work. Remote working (within UK) and some travel. All Sex Education Forum staff work from home with regular virtual meetings. The role involves a mix of online and face-to-face training delivery, and occasional face to face meetings with colleagues. Travel expenses will be reimbursed.

Salary: £32,000 per annum 1FTE

Holiday entitlement. The annual leave year runs from 1st April to 31st March. Holiday entitlement is 30 days + 8 bank holidays per year, making a total of 38 for FTE 1.0 (Or pro rata for part-time)

Pension entitlement. SEF operates a pension scheme into which you are invited to enroll. The pension scheme provided by SEF is True Potential. SEF contributes 3% and the employee 5%.

Probationary period. One month.

Notice. One month's notice of termination of employment from either side after the probationary period.

Application deadline: 7 June 2023 (midnight)

Shortlisting and interviews Short listed candidates will be invited for interview, which will take place on 16 June 2023

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