# A logo with red circles  Description automatically generatedJob Description Foundation Module Safeguarding Trainer

**Purpose:** To deliver foundation level safeguarding training within the Circuit

**Responsible to:** The Circuit Safeguarding Officer and Superintendent

**Relationships:** DSO (District Safeguarding Officer)

 Circuit Safeguarding Officers

 Church Safeguarding Officers

District Safeguarding Group

District Office

# Objectives

* To deliver quality and consistent foundation module level safeguarding training
* To answer or signpost any safeguarding related questions during delivery of foundation safeguarding module training.
* To deliver the volume of foundation module safeguarding training sessions that meet the Circuits needs
* To promote a positive safeguarding culture across the Circuit

# Particular Responsibilities

* To plan dates for the connexional year to ensure that there are adequate numbers of training sessions delivered to meet the needs of the Circuit.
* To publish and promote the dates for the safeguarding training across the Circuit.
* To provide the necessary balance of online and in person training sessions to meet the needs of the Circuit.
* Ensuring handbooks and workbooks are available to participants in a timely manner.
* Sending out zoom links to participants in a timely manner for the online training sessions.
* Maintaining a register of attendees and ensuring this is shared with the Circuit Safeguarding Officers/s and the Superintendent.
* Sending out certificates for completed training sessions.
* Raising any concerns regarding non attendees or behaviour within the training sessions, with the Circuit Safeguarding Officer
* Organising the venues for the in-person sessions, including arrangements for refreshments and use of any facilities or equipment etc.
* Setting up the in-person sessions in a timely manner ready to begin training promptly.
* Managing behaviour and expectations during delivery of training sessions.
* Sharing any safeguarding concerns that may arise, appropriately with the Circuit safeguarding Officer or DSO.
* Signposting or answering any safeguarding related questions that may arise during or as a result of the training sessions.
* Maintaining stock of safeguarding related materials as needed through the Circuit office.
* Adapt delivery, utilise materials as needed for those that may have additional learning needs or disabilities.

# Person Specification

## SKILLS, EXPERIENCE AND KNOWLEDGE

* Knowledge or experience of delivering training
* Knowledge or experience of safeguarding and/or safeguarding within the Methodist Church
* Ability to develop positive relationships across the Circuit
* Been familiar with the use of PowerPoint and Zoom
* Awareness of and commitment to, good practice in areas of data protection and confidentiality
* Good administrative skills pertaining to record keeping and planning.
* Ability to communicate effectively across all abilities
* Knowledge of the Methodist Church and it structures

## QUALIFICATIONS AND TRAINING

* Completed Advanced Module Methodist safeguarding training within the last 4 years
* Completed Train the Trainers – Familiarisation and Skills sessions
* Good standard of written and oral English

## QUALITIES

* An ability to work collaboratively, and on own initiative within agreed structures
* Ability to manage own time effectively and balance demands on time through agreed prioritisation of tasks
* To have good communication skills, approachability and able to work effectively with all across the Circuit and District
* To be in sympathy with the ethos of the Methodist Church