

June 2022

Dear Applicant

Application pack for the position of ACEs, Trauma and Resilience Workforce Development Training Co-ordinator

Thank you for your interest in the above post at Better Start Bradford.

This application pack consists of:

- Job description, person specification and candidate privacy notice
- Application form
- Equal opportunities monitoring form

Please complete the application form and equal opportunities monitoring form and return it to us no later than Monday 4 July at 12 noon. **Please note, we do not accept CVs.**

You can return your application to us via email to jobs@betterstartbradford.org.uk. To ensure that all candidates are treated fairly, as part of the shortlisting process we remove the first two pages of the application form – please do not add personal identifiers on any of the other pages.

You can find out more about Better Start Bradford at www.betterstartbradford.org.uk.

If you would like an informal discussion about this post, please contact the admin team on 01274 723146 or jobs@betterstartbradford.org.uk to arrange.

We look forward to hearing from you.

Yours faithfully

Alex Spragg

Programme Director, Better Start Bradford

ACEs, Trauma and Resilience Workforce Development Training Co-ordinator

Job Description

Office base:	Mayfield Centre, Broadway Avenue, Bradford, BD5 9NP
Hours of work:	Full time or part time - to be negotiated (two posts available, 1.4 FTE in total)
Starting salary:	£23,357 pro rata
Holiday entitlement:	25 days per year plus bank holidays and one floating day at Christmas/new year (pro rata)
Benefits:	Bradford Trident offers a workplace pension scheme and employer-subsidised health care cover
Special conditions:	Funded until 31 March 2025. DBS required.

Background

The Trident Wave Resilience (TWR) partnership has been established by Bradford Trident and WAVE Trust to develop and deliver the Bradford District Adverse Childhood Experiences (ACEs), Trauma and Resilience (ATR) Workforce Training and Learning Programme which aims to deliver a district-wide, whole system, trauma-informed approach to ATR. The team delivering the training will work primarily with the Better Start Bradford programme.

Bradford Trident is the accountable body for Better Start Bradford, a 10-year National Lottery Community Fund programme working with families during pregnancy and their children's first three years to improve their outcomes. Find out more at www.betterstartbradford.org.uk.

WAVE Trust has 25 years' experience of researching, training and consulting in the field of ACEs, resilience and trauma, including advising on the national A Better Start programme. Find out more at www.wavetrust.org.

Better Start Bradford and WAVE Trust have collaborated to bring ATR expertise to the Bradford workforce and are excited to build on this experience to build and deliver a comprehensive training and learning offer.

Job roles

These two posts will be employed by Bradford Trident and hosted by the Better Start Bradford programme.

These roles will deliver the Workforce Training and Learning Programme, working with WAVE Trust and Better Start Bradford colleagues to deliver the training offer in response to identified

need, raise awareness of the training and gather data on it for the purposes of project monitoring and evaluation.

They will promote the ATR training and restorative approaches to the workforce, and oversee volunteer trainers to ensure extensive reach across the workforce.

The post holders will have day-to-day responsibility for training and for maintaining relationships with local stakeholders, including those with lived experience of ACEs and trauma.

Specific responsibilities

All the following activities will span Years 1-3 of the project, unless otherwise stated. They will all be shared between both Co-ordinators. The exact distribution of tasks between the resulting two successful applicants can be discussed during the interview process. **To support this, please highlight in your application whether there are any areas in particular that you have strengths in and/or which you would want to play a significant role in.**

- **Training:** Delivering ACEs, Trauma and Resilience (ATR) training to multi-sector audiences
- **Restorative services:** Supporting the delivery of restorative approaches to organisations
- **Volunteer management:** Supporting volunteer trainers to deliver ATR training to multi-sector audiences
- **Data analysis:** Data gathering, analysis and report writing
- **Evaluation:** Leading final project evaluation (in Year 3)
- **Promotions and communications:** Supporting promotion of training and restorative service offers
- **Admin and management:** Project monitoring, planning and admin
- **Teamwork:** Collaborating with (1x) Project Lead, (1x) fellow Training Co-ordinator and project management

Managerial responsibilities

Reports to: ATR Workforce Development Project Lead

Responsible for: Recruiting and training volunteers (with WAVE Trust's support)

Organisational responsibilities

All staff are expected to:

- Demonstrate a commitment to Bradford Trident and Better Start Bradford vision, values, aims and core objectives and be prepared to contribute positively towards them.
- Promote and develop the positive profile of Better Start Bradford with practitioners, parents, the community and all other stakeholders.
- Liaise closely with other programme and project staff members to ensure the development of integrated objectives and collaborative working.

Legal and statutory responsibilities

All staff must comply with Bradford Trident Health and Safety and Safeguarding policies and attend relevant training as required.

Bradford Trident and Better Start Bradford are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. All Equality and Human Rights Legislation will be adhered to.

All members of staff are bound by the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2018. Any breaches of the act or the confidential nature of the work of this post could lead to disciplinary action.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.

ACEs, Trauma and Resilience Workforce Development Training Co-ordinator

Person Specification

Attributes	Essential or Desirable	How Identified Application Form / Interview / Test
Experience		
Co-ordination of training, consultancy and/or similar activities	E	AF/I/T
Experience of delivering training to adults	E	AF/I
Experience of working in a health or social care setting	D	AF/I
Experience of volunteer leadership and/or co-ordination or similar team leadership experience	D	AF/I
Qualifications/training		
Training qualification or extensive experience	E	AF/I
Authoritative delivery of presentations to mixed audiences, online and in person	E	AF/I
A qualification in psychology, mental health, criminology, neuroscience or similar	D	AF/I
Trauma-informed and/or restorative practice	D	AF/I
Special knowledge/skills		
Ability to collect and analyse data	E	AF/I
Ability to produce project evaluations and reports	E	AF/I
Ability to deliver training in a variety of formats	E	AF/I
Ability to promote or market the training offer to practitioners and organisations	D	AF/I
Existing knowledge of, or interest in, the importance and impact adverse and traumatic experiences have on life chances	D	AF/I
Personal circumstances		
Able to be flexible in your working hours	E	AF/I
Disposition, adjustment and attitude		
Ability to create a learning environment which is welcoming, engaging and responsive to need	E	AF/I
Ability to prioritise own workload and manage time effectively	E	AF/I
Ability to multi-task and work well under pressure	E	AF/I

Candidate Privacy Notice

This role will be employed by Bradford Trident and funded through The National Lottery Community Fund.

As part of our recruitment process we collect, process and store information about you. We do this for the purpose of being able to communicate with you throughout this process as needed. By applying for this post, you give consent for us to process your information as is described here in the notice.

As part of the recruitment process, we will be collecting equality monitoring. This is anonymised. We report on this information to our board to ensure our recruitment practices are fair.

If your application is unsuccessful, we will securely destroy any identifiable personal information.

If your application is successful, we will keep your information so we can invite you to the next stage of the process. We will never share or sell your data to any third party organisations.

If you would like to read the longer and more detailed version of this privacy notice, please email jobs@betterstartbradford.org.uk.