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**25 May 2022**

Dear Applicant

Thank you for your interest in the post of **METRO Training and Development Lead**.

In this pack you will find:

- Job Description
- Person Specification

On our website you will find:

- Application Form
- Guidance Notes for Applicants
- Monitoring Form
- Our Equal Opportunities Policy Statement

Please note that **CVs will not be considered** as part of your application, we will be short-listing from fully filled out application forms only.

Your completed application form together with your completed monitoring form should be sent to arrive **no later than 9:00am on Monday 13 June 2022**, by email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk). Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. We cannot accept applications by post at this time.

Interviews, likely held over Zoom, will take place in the **week beginning 20 June 2022**.

For further information regarding this post please contact **Shari Norman on 020 8305 5000 or by email [hr@metrocharity.org.uk](mailto:hr@metrocharity.org.uk)**.

We look forward to hearing from you.

Best wishes

Andrew Evans, CEO

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**METRO GAD**  
The Forum at Greenwich  
Trafalgar Road  
London  
SE10 9EQ

**METRO New Cross**  
The Mulberry Centre  
15 Amersham Vale  
London  
SE14 6LE

# Job description

## Key details

<b>Job title</b>	METRO Training and Development Lead
<b>Employment status</b>	Part-time
<b>Duration</b>	Permanent
<b>Salary/Wage</b>	£27,363 pa (pro rata)
<b>Hours</b>	28 hours a week, with some occasional evening and weekend working. This post would suit applicants looking for flexible, part-time work.
<b>Line manager</b>	Training and Development Manager
<b>Coordinated by</b>	N/A
<b>Employer</b>	METRO Charity (The Metro Centre Ltd)
<b>Location</b>	Main location of work is METRO Offices and at external training venues such as schools, predominantly in London. Some home-working can be accommodated if desired.

## Job outline

We are looking for a committed, motivated, and outgoing individual to deliver training for professionals across a variety of sectors, including the education sector. METRO's training offer is promotes inclusive practice, awareness raising and the celebration of diverse intersectional identities. Line managed by the Training and Development Manager, the Training and Development Lead will be responsible for delivering, marketing and selling METRO training and education Programme with the aim of securing contracts with multiple providers. Working with METRO's existing contacts and engaging new partners and stakeholders, the Training and Development Lead will be expected to achieve benchmarked sales.

### Training and Education Programme

METRO's Education and training Programme provides a holistic, tailored, inclusive approach. The programme is designed to raise awareness of the experiences of LGBTQ+ people, increase insight of Sexual Orientation and Gender Identity (SOGI), and of Relationships and Sex Education (RSE) training. The desired impact of the training is to create more inclusive work and education environments and improve support provided for LGBTQ+ people. Relationship and Sex Education sessions are designed to support education staff to offer lessons more inclusive of an LGBTQ+ experience. Workshops/ resources provided are year group specific, and tailored for specialist subjects. The programme creates an environment where all young

people feel safe and celebrated, are more able to fulfil their potential, and where staff feel comfortable and capable to continue this work unsupervised.

The programme also includes Sexual Orientation and Gender Identity training for staff in sectors outside of education. These sessions are designed to support organisations to provide more inclusive services and to be more supportive of LGBTQ+ colleagues. The METRO training offer is complemented by the charities wider services, which includes a network of LGBTQ+ youth groups, workshops for staff and pupils about sexuality/gender identity, sexual and reproductive health clinics, HIV prevention and support, and victim support for those affected by LGBTQ+ hate-crime.

## Main tasks

1. Work with the Training and Development Manager to strengthen METRO's entrepreneurial approach around training and development.
2. Promote the METRO training offer; devising suitable marketing and publicity, making contacts and developing working relationships, communicating with providers and securing contracts.
3. Deliver all aspects of the training offer to providers across mainly London and the South East, Sussex and Essex and to support the Training and Development manager to further the geographical reach of METRO's training delivery.
4. Deliver training and support to education staff on topics including: SOGI Awareness and Inclusion, delivering inclusive RSE, Holistic approaches to inclusive policy, curriculum, and procedures, Safeguarding and legal responsibilities
5. Deliver young person's workshops, presentations, assemblies and parent support sessions on topics including: SOGI Awareness and Inclusion, discrimination, stereotyping and language, LGBTQ+ history, Diverse families, love and respect, Gender stereotypes, RSE
6. Assist education providers in the creation of LGBTQ+ ally groups, initiating celebration days, ambassadors and equalities steering groups.
7. Complete evaluation process for all sessions, including collecting, recording, and evaluating the required data of the participants. Using data gathered to review and develop sessions offered and analyse the impact of these.
8. Support the Training and Development Manager in the development, delivery and marketing of METRO training packages.
9. Assist in promoting all METRO Domains, and to support service development of METRO more broadly.
10. Ability to represent METRO externally in a professional capacity and build strong networks to support METRO initiatives and events where applicable (Pride, World Aids Awareness

Day, LGBT History Month, Black History Month, Disability Action week etc.)

11. Undertake some evening and weekend work, sometimes at short notice.
12. When required provide additional support to the wider Human Resources and Volunteering (HRV) Team

## Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO's policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO's Information Governance policies.
4. In line with METRO's policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by your manager. If these duties are extensive and of a higher job description scale, the terms and conditions of the post may be varied in negotiation with your line manager.

## Person specification

Knowledge & Experience	Skills & Abilities	Essential /Desirable	Application /Interview
Experience delivering challenging and thought-provoking training and facilitating workshops for a variety of professionals both online and in person. Knowledge of learning and development concepts and theory.	An ability to use different training methods, and demonstrate an understanding of how adults learn best.	Essential	Application Form & Interview
Experience delivering challenging and thought-provoking sessions and facilitated workshops for young people. Demonstrating knowledge of how young people learn differently to adults.		Essential	Application Form & Interview
Knowledge and awareness of equalities, diversity, inclusion (EDI) and intersectional approaches.	Ability to communicate these EDI concepts when delivering training and representing METRO Charity.	Essential	Application Form & Interview
Experience designing and developing training and facilitated group sessions. Preferably with knowledge of developing sessions in the areas of: Sexual Orientation and Gender Identity (SOGI or LGBTQ+ people), Relationships Sex and Education (RSE) and/or in Diversity, Equalities and Inclusion.		Desirable	Application Form & Interview
Experience marketing training and resources. Particularly in response to shifts in changing training focus for different sectors.	Skills and ability to stay updated and respond to changes in training requirements and shifts in training focus for different sectors.	Desirable	Application Form & Interview
Experience communicating, both written and verbal. Including using zoom, teams, MS packages, outlook, emails and power point.	Excellent communication skills with a particular emphasis on training administration and delivery, developing presentations. An ability to	Essential	Application Form & Interview

	communicate by email/phone and in writing reports.		
Experience gathering feedback, impact assessment, recording and analysing data and using this to review and improve training delivery.		Desirable	Application Form & Interview
Knowledge of and experience training about key guidance and legislation, relevant to this role, such as: RSE and Ofsted guidance, Equalities and Diversity, GRA, Care Act, Safeguarding guidance, Data protection and confidentiality, Fraser Guidelines.	Ability to convey this knowledge in a training context to inform participants of legal rights, responsibilities and duty of care.	Desirable	Application Form & Interview
Knowledge of: a) Challenges and issues LGBTQ+ (young) people may face. b) Challenges for professionals and parents supporting LGBTQ+ people. c) Practical ways professionals can ensure their working practice is inclusive of those with diverse and intersecting identities		Desirable	Application Form & Interview