



9th May 2022

Dear Applicant,

Thank you for considering the Training and Development Manager role with Redthread. We are a team of compassionate, collaborative and courageous professionals, committed to empowering young people to change their lives. This [animation](#) was created with our Youth Ambassadors and this clip from [BBC News](#) will give you a taster of what we do every day.

You will be based in our London Head office, with hybrid working options and regular trips to our other sites within London, Birmingham and Nottingham. We're looking for an experienced and skilled training professional who can build on and develop our bespoke training to ensure that our teams are fully equipped for their role. We need someone who can secure accreditation for our training and help us develop our external training offer.

To do this role well, you need to be a highly skilled and experienced trainer, able to develop and deliver creative and engaging training, with excellent communication skills and the ability to work with a wide range of audiences and stakeholders. You will have experience of working with external bodies to gain formal academic accreditation for training programmes, and ideally of delivering training through an online learning management system. You will know how to measure the effectiveness of training delivery, as well as identify additional training needs.

This post will be based at the Victoria office, with regular and flexible home working and travel to Redthread's projects in London, and across the UK.

In return, the successful candidate will receive a competitive salary, a supportive and flexible working environment, excellent staff training and development package and access to a range of employee benefits including enhanced annual leave and family leave entitlements, employer pension scheme contribution, enhanced employee assistance programme services and more. The offer of employment is conditional on satisfactory pre-employment checks.

How to apply:

If this sounds like the right role and organisation for you, apply by following the link below. This will take you to our recruitment platform Beapplied, where you will be able to fill in a short application and upload a CV. To ensure we fairly assess applications, CV's will not be reviewed initially.

We will accept applications until **10am on Monday 30th May 2022**.

Apply Now: <https://app.beapplied.com/apply/bdm0l8cx5f>

Please note: If we receive a high number of applications, we reserve the right to close the advert before the closing date. Therefore, early applications are encouraged.

- 1) Shortlisted candidates will be invited to an in-person interview which will take place at our Head Office on Monday 6th June 2022.

We would like this role to start as soon as possible. We will provide comprehensive training and induction.

Equity, Diversity and Inclusion

Redthread are proud to be an equal opportunities employer that values the contribution each individual makes to our work. We strive to build a diverse and inclusive working environment where all staff feel valued, respected and empowered to be who they are at work.

We aim to achieve a workforce that is diverse regardless of age, disability, neurodiversity, gender identity, marriage and civil partnership status, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation or criminal record status and one which reflects the communities and young people we support.

We recognise that in particular people from Black and Asian communities and other minoritised ethnic groups are under-represented in the charity sector, as are those with disabilities. We welcome and encourage people from these historically excluded groups as well as those who identify as male to apply for this opportunity.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias.

Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process. For more information, please contact applications@redthread.org.uk or call our HR team on [020 3744 6888](tel:02037446888)

Safeguarding

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding, child protection practices and high professional standards around all safeguarding issues.

Any Employment with Redthread will be subject to the following pre-employment checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check (If applicable)
- receipt of satisfactory references
- at least 1 face to face interview for frontline roles
- proof of and continuous eligibility to work in the UK

Full details on the pre-employment screening process can be requested from applications@redthread.org.uk

We look forward to receiving your application.

Kind regards,



John Poyton, CEO

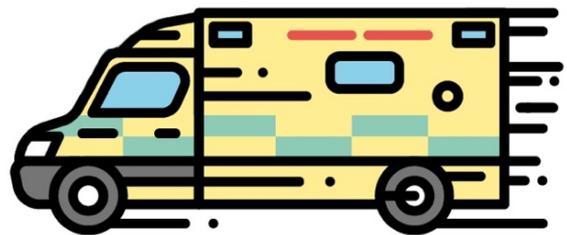
Our Work - Youth Violence Intervention Programme

Redthread empowers young people to thrive as they navigate the challenging transition to adulthood by integrating trauma-informed youth work into the health sector. Whether a young person has been the victim of a stabbing, is seeking support for anxiety, has suffered a sexual assault, or wants to find a new home beyond the reach of a gang, we support them to overcome the challenges they face through our dynamic youth work programmes.

Every year thousands of young people find themselves in hospital A&E departments as the victim of serious youth violence. Redthread's Youth Violence Intervention Programme embeds youth workers in hospitals to intervene with these young people. The teams meet the young patients as soon as they can: in the A&E waiting room, on the ward, or even in the resuscitation bay. We believe that this moment of intense crisis, when the young person is nursing a serious injury in the daunting environment of a busy hospital, often alone, can be a catalyst for pursuing positive change – a 'teachable moment'.

Our teams build rapport with the young people, mentor and advise them, and support them to make long-term positive plans to break away from cycles of violence and offending. Problems include exclusion from education, employment or training, a lack of stability in housing, mental health concerns, unstable relationships and reprimands due to criminal activity. Redthread capitalise on our partnerships to ensure long-term work and change is possible for each young person. The teams make well-judged referrals on their behalf and accompany them to initial meetings to ensure transition is smooth. This work disrupts the cycle that can too easily lead to devastated communities and an exhausted healthcare and justice system.

We have teams in three of London's four Major Trauma Centres and commission a service in the fourth. In 2018 we launched services in Queen's Medical Centre in Nottingham, in Queen Elizabeth and Heartlands Hospitals in Birmingham, and in Homerton Hospital in Hackney. We expanded our service to UCLH in early 2020, and have launched in Croydon University Hospital, University Hospital Lewisham and Queen Elizabeth Hospital, Woolwich this year during the pandemic.



King's Adolescent Outreach Service (KAOS)

On any day, across King's College Hospital sites, at least 20 adult beds are occupied by young people aged 16 to 24. These young people have specific medical, emotional, legal and social needs which we know from user feedback are not being met. The KAOS team help support the medical and surgical teams on adult wards to care for young people in an age-appropriate way.

KAOS was launched at King's in April 2018. It comprises of a core team of two lead clinicians, two youth workers and a wider team of forty health care professionals from different backgrounds, all with an interest in optimising care for young people. The service operates in working hours and not at weekends. This is an exciting opportunity to help develop a much-needed service for vulnerable young people.

Outside of the hospital, we deliver The Social Switch Programme in partnership with Social Business Catch22- amongst other things, this programme trains frontline professionals to understand and address social media in their work with young people.

Training and Development Manager Job Description

Post Title:	Training and Development Manager
Work area:	Head Office, Service Support.
Responsible to:	Deputy CEO
Location:	The post will be based at the Victoria office, with the option for regular home working and travel to Redthread's projects in London, and across the UK
Hours:	37.5 hours per week
Salary:	£38,551
Contract type:	Permanent

Purpose of the Post

- Enabling our workforce to gain the knowledge, skills and experience required to excel in their roles through undertaking a training needs analysis and developing and implementing a training plan for the Redthread workforce.
- Developing talent and performance improvement through oversight of an effective continuing professional development offer.
- Expanding the influence of Redthread by commercialising our internal core training programme offer to external customers.

Main Duties and Responsibilities

- Create a training plan for the Redthread workforce based on an up-to-date training needs analysis aligned to the values, vision and 5-year strategy and within the allocated budget.
- Develop a wide range of best practice training methods, enhancing how we deliver small and large-scale training, in-person and remote facilitation, and self-directed learning approaches across different mediums, platforms, and technologies.
- With oversight of all training content, ensure we are utilising efficient and effective methods of delivery that best serve the learning objectives within the staff resource available.
- Apply a process for assessing learner needs to ensure training is accessible for all, implementing adaptive approaches to training that mitigate barriers to engagement for individuals and groups of learners.
- Ensure our training content, externally delivered or internal, is engaging and reflective of our diverse team and the young people we work with.
- Maintain a keen understanding of training trends, developments, and best practices.
- Maintain accurate records and provide quarterly reports on the training needs and delivery for line managers, leaders and ultimately to the Board of Trustees.

Continuing professional development

- Maintain an up to date and effective policy and procedure promoting personal growth and career development through continuing professional development.
- Ensure that all continuing professional development made available to the Redthread team is

aligned to the policy and offers maximum benefit to individuals.

- Maintain accurate records and provide quarterly reports on the continuing professional development supported for line managers, leaders and ultimately to the Board of Trustees.

External training and support

- Work with the Practice Development Lead to ensure that our Core Practitioner training is relevant and professional for external customers including review and improvement of our structure and delivery formats.
- Ensure that all resources have significant educational content, are structured coherently, with clear learning objectives and outcomes leading to the accreditation of our external training courses, online learning and learning events.
- Assess the development needs of trainers across Redthread, creating a package of support, guidance and development that enables our team to become effective trainers and facilitators.
- Design and deliver a train the trainer programme for staff designing and delivering training across Redthread and to external customers.
- Work with individual staff throughout the process of their training design, delivery, and evaluation, coaching them to become innovative, confident, and reflective trainers.
- Identify and cultivate key relationships and partnerships to secure income through the sales of Redthread training and support.

General responsibilities of all Redthread staff

- Actively participate in staff meetings, session evaluations, supervision/reviews, and planning sessions and in Redthread's overall development, including input on the needs of young people, ideas for new projects, and the on-going development of existing projects.
- Assist where possible with fundraising events and fundraising, including the maintenance and growth of the regular supporter network, and to assist in promoting the organisation's work with young people to the wider community.
- Assist in maintaining good working relations with Redthread's stakeholders, project partners and with other agencies and represent Redthread at external meetings as required.
- Encourage and enable young people to participate in all forms of decision-making and management of Redthread's projects, with the aim of empowering them to shape the services and activities provided for them. To ensure that all young people have equality of access and that the programme promotes opportunities for all young people.
- Assist the team in ensuring that all Redthread policies and procedures are followed, including Health and Safety, Safeguarding, Data Protection and Equal Opportunities. Report any concerns to an appropriate member of the SMT.
- Work as a member of the Redthread team and assist as required across all the organisation's projects, carrying out any other duties that may be required to meet the needs of the organisation.

Person Specification

The below criteria do not necessarily have to have been in paid work, please do think about your voluntary, family and lived experience when considering them.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in the charity sector • Successful previous experience in the development, sales, and delivery of training programmes, consistently meeting or exceeding targets • Experience of securing accreditation for training • Experience of developing and maintaining excellent relationships with partner organisations 	<ul style="list-style-type: none"> • Experience of working in a health-based settings or with organisations supporting young people
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of how to develop and deliver training • Excellent knowledge of the sector and how it works, the agencies and organisations offering services and support to young people 	
Skills	<ul style="list-style-type: none"> • Excellent communication skills with a wide range of people, both written and verbal, able to persuade and challenge. • Ability to resolve complex issues and manage change positively. • Skilled trainer, able to engage, motivate and improve practice. • Project management skills. 	
Qualifications		<ul style="list-style-type: none"> • Good academic background with a degree-level qualification or relevant experience • Formal trainer/practitioner qualifications
Professional skills	<ul style="list-style-type: none"> • Self-motivated and committed to personal development, eager to learn • Flexible and committed • Effective time management skills and an ability to prioritise tasks and work flexibly to deadlines • A commitment to and understanding of equal opportunities issues as they apply to all aspects of Redthread's work 	

EMPLOYEE BENEFITS AND TERMS AND CONDITIONS

Salary

Circa £38,551 per annum + benefits. We offer competitive salaries which are regularly reviewed, and we're proud to be a living wage employer.

Contract

Permanent.

Place of work

The post will be based primarily at our Head Office in Victoria with the opportunity for regular home working. There will be the need for regular visits to Redthread's main offices and other projects and activities that take place at various locations across London and the UK.

Hours of work

37.5 hours per week.

Probationary period

The post is subject to a six-month probationary period.

Annual leave

The holiday entitlement is 26 days leave each year, plus the bank holidays. An extra one day's holiday per year is given for each full year worked, up to a maximum of five additional days. Employees can also carry over three days leave entitlement (pro-rata for part-time employees) into the next holiday entitlement year.

Enhanced family leave entitlements

We offer employees enhanced maternity, paternity and adoption leave and pay after one year of completed service.

Workplace Pension Scheme

We offer membership of a workplace pension set up with The People's Pension, and employees are eligible to be auto enrolled after three months' service. The employee's minimum pension contribution rate is currently 3%. Redthread's contribution rate is 5% higher than the employee up to a maximum of 8%.

Enhanced Sick Pay

The entitlement to enhanced sick pay is service-related, starting with one-week full pay and one-week half pay.

Employee Assistance Programme (EAP)

We offer an *enhanced* Employee Assistance Programme, which offers free, 24/7 confidential helpline services (accessed either by phone and/or online) including structured counselling services and practical resources aimed to support your work-life balance. In addition, some aspects of the EAP service are also available to share with an employees' dependants including their partner.

Tax-free Childcare scheme

You are entitled to sign up to the Government's Tax-Free Childcare (TFC) scheme at <https://www.gov.uk/tax-free-childcare>

Cycle to Work Scheme

We offer a Cycle to Work scheme which enables savings on the cost of a new bike and accessories for employees wishing to cycle to work for all or part of their journey. Employees can sign up after one month's service.

Safeguarding

Redthread puts safeguarding at the forefront of all its activities. The successful applicant will demonstrate their firm commitment to effective safeguarding practises and high professional standards around all safeguarding issues.

Learning and Development

We are committed to supporting everyone who works for Redthread to develop their professional skills and to achieve their full potential. Alongside a Professional Development Plan's (PDP) all staff are offered up to six Continuing Professional Development (CPD) days per year to meet their goals. Redthread run a comprehensive curriculum of in-house core training for all frontline staff.

Equal Opportunities

Redthread is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, neurodiversity, gender identity, marriage and civil partnership status, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation or criminal record status. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

At Redthread, we're currently exploring new ways in which we can improve our overall approach to equality, diversity and inclusion whilst continuing to build an organisational culture where all colleagues feel valued, respected and empowered to be who they are at work.

Our EDI networking forum provides opportunities for staff to contribute to the future development of Redthread's new EDI strategy. The forum also supports the organisation to coordinate and deliver actions around equity, diversity and inclusion such as bias training, inclusive leadership, virtual workshops, events, accreditations and more.

Please note:

Any offer of employment will be subject to continuous eligibility to work in the UK and satisfactory pre-employment screening which for frontline staff includes an Enhanced DBS Check. Full details on the pre-employment screening process can be requested from applications@redthread.org.uk