

APPLICATION PACK

Post: Training & Development Officer



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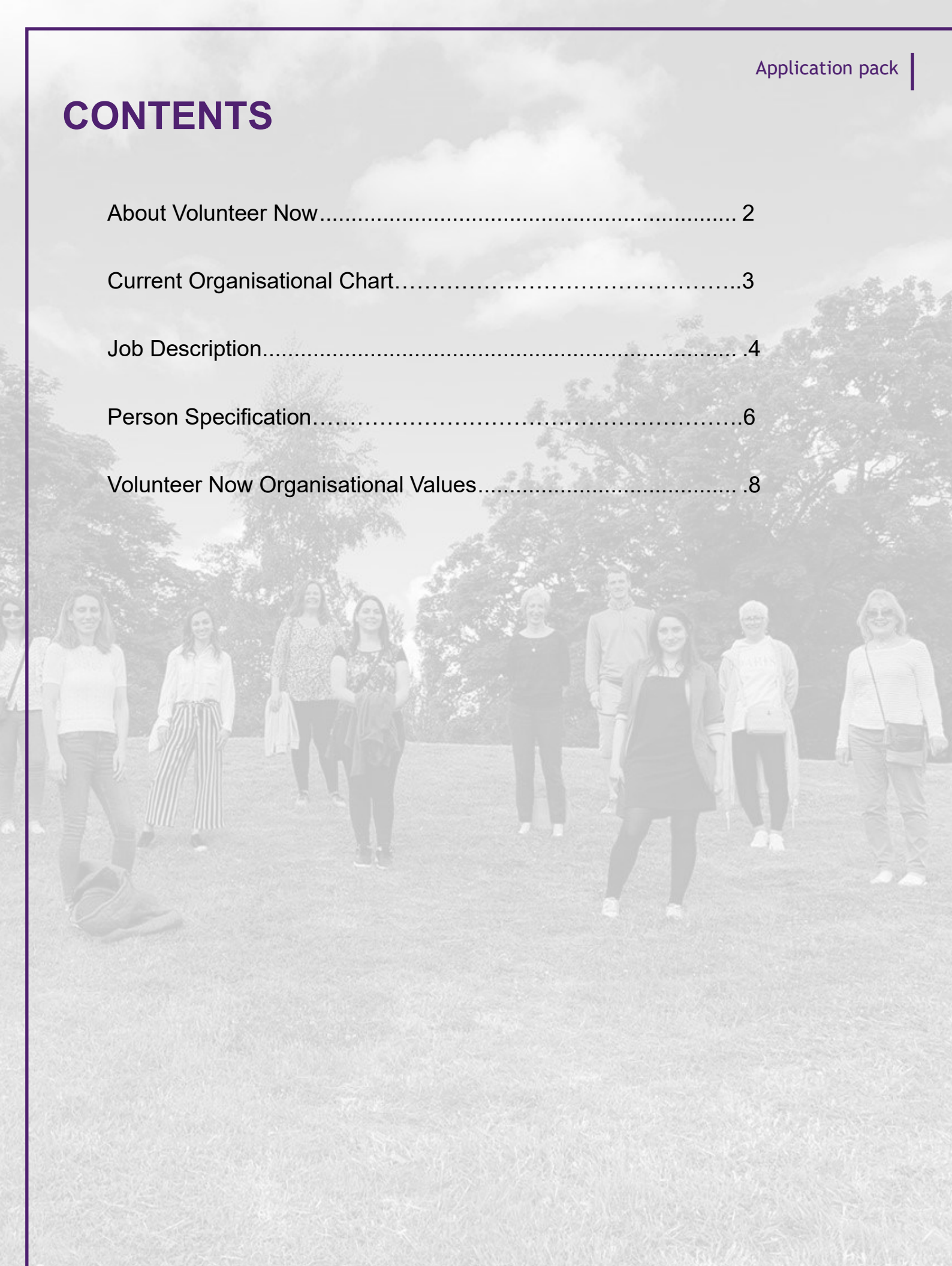
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ABOUT VOLUNTEER NOW

Volunteer Now promotes, develops and supports volunteering across Northern Ireland. Our work enhances recognition for volunteers, provides access to opportunities and encourages people to volunteer. We provide information and support to volunteer involving organisations on volunteer management, governance and on all areas of safeguarding children, young people and adults at risk.

Our **Community Engagement Team** provides support to all things volunteering. We work with individuals and organisations to promote and encourage volunteering. We support organisations to make sure that they are able to involve volunteers effectively.

<http://www.volunteernow.co.uk/volunteering>

Our **Community Projects Team** oversees a range of volunteer involving projects including befriending, driving and capacity building for older people's groups <https://www.volunteernow.co.uk/volunteering/volunteer-with-us/>

We have an **Events** team that recruits and manages the volunteers for major events in Northern Ireland. We are looking forward to recruiting and managing the volunteers at the forthcoming All Ireland Fleadh in 2026 and 2027.

<https://www.volunteernow.co.uk/volunteering/event-volunteering/>

The **Volunteer Now Safeguarding Team** provides support for organisations with both child and adult safeguarding and has worked across Ireland and the UK.

<https://www.volunteernow.co.uk/organisations/safeguarding/>

Volunteer Now Enterprises Ltd (VNE) is a social enterprise company which supports the work and activities of the charity, Volunteer Now. VNE offers training for volunteers and organisations, provides assessment against quality standards including Investing in Volunteers (IIV), consultation and research services, and all forms of bespoke support to volunteer involving organisations.

<https://www.volunteernow.co.uk/volunteer-now-enterprises-ltd/>



This is only a brief summary of the work of Volunteer Now so please visit our website for more www.volunteernow.co.uk or follow us on social media.



[Volunteer.Now](https://www.facebook.com/Volunteer.Now)



[Volunteer.Now](https://www.instagram.com/Volunteer.Now)

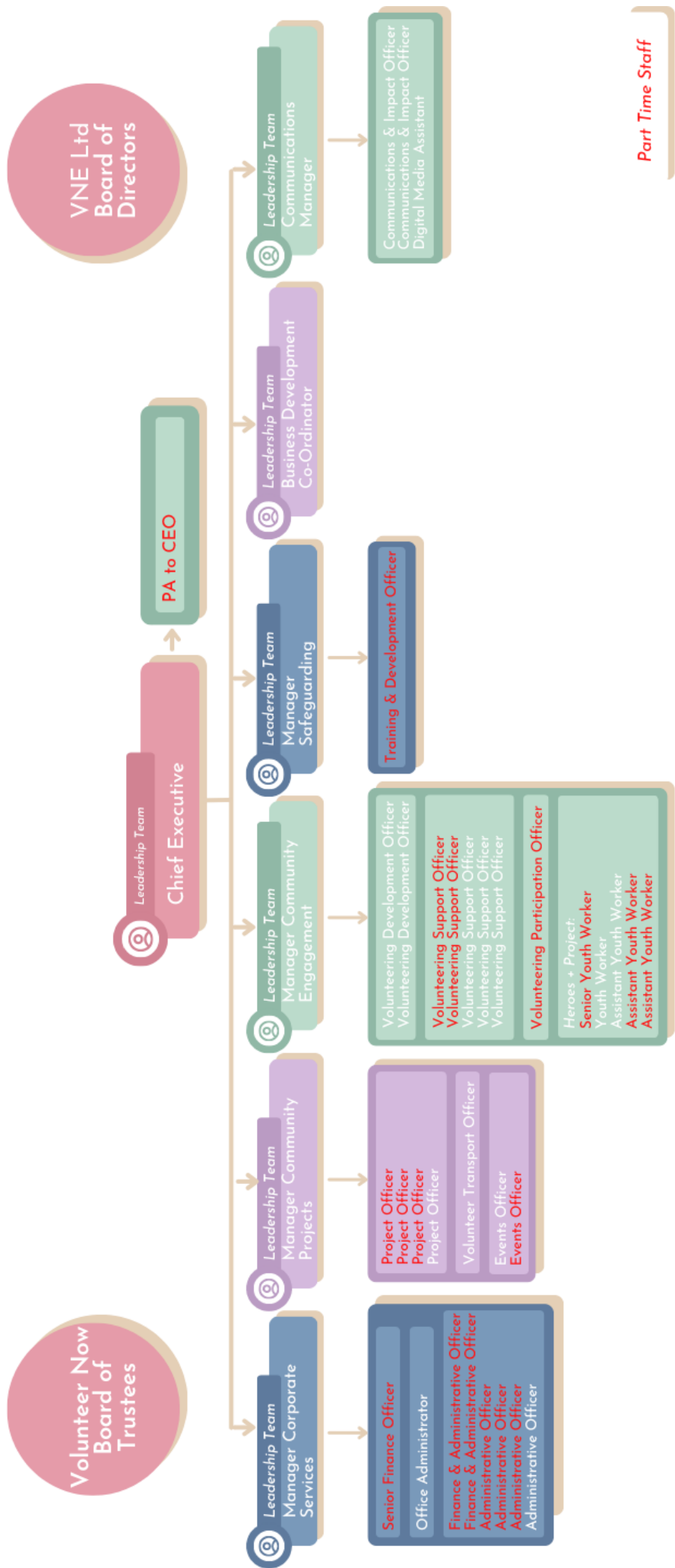


[VolunteerNow1](https://twitter.com/VolunteerNow1) & [VNEnterprise](https://twitter.com/VNEnterprise)



[VolunteerNow1](https://www.youtube.com/VolunteerNow1)

CURRENT ORGANISATIONAL CHART



JOB DESCRIPTION

Job Title: Training & Development Officer
Responsible to: Safeguarding Manager
Salary Range: £29,505 p.a.

Summary of Main Responsibilities

To provide training, information, resources and support on adult safeguarding practice.

Key Responsibilities

Assessment

- Carry out safeguarding assessments of organisations (in particular, Sports sector organisations), against the required standards for adult safeguarding.
- Develop reports and implementation plans for organisations, based on assessment outcomes.
- Coordinate a schedule of support to meet actions identified in assessments.

Training

- Coordinate a schedule of adult safeguarding training to meet actions identified in assessments.
- Develop and deliver training to meet needs.
- Coordinate and evaluate training delivered.

Information

- Develop and provide best practice information, guidance and support to organisations on adult safeguarding issues.
- Provide information and support in response to enquiries and provide follow up where necessary.
- Develop information briefings and newsletters as required.
- Coordinate the development of online resources, including video clips, webinars, blogs, and podcasts to highlight safeguarding themes.
- Provide advice on Access NI eligibility.

Operational Contribution

- Contribute to planning and development, in particular for the Sports Adult Safeguarding Service.
- Contribute to effective teamwork within your team and across the organisation.
- Take responsibility for organising and managing own work and lead on projects as required.
- Implement agreed systems for measuring, monitoring and reporting performance and progress of project deliverables.
- Represent Volunteer Now as appropriate.

Business Development

- Proactively identify, seek out and build appropriate operational partners, e.g. sports organisations.
- Identify opportunities for business improvement.
- Contribute to delivery of organisational services and support for Volunteer Now's Safeguarding team, e.g. training, information, assessments as required.

Any other duties

- Ensure that Health and Safety and Safeguarding standards are adhered to and maintained.
- Contribute to effective communication across the organisation.
- Work within and contribute to the aims and objectives of the organisation.
- Undertake such other reasonable duties as may from time to time be required.

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|----------------------------------|--|
| Contract of Employment: | Fixed-term for 15 months (with the possibility of becoming permanent subject to funding). |
| Holidays: | 22 days per annum. In addition, statutory/public holidays in accordance with Volunteer Now policy will also be granted. After one year this rises to 25 days and then a further 1 day per year to a maximum of 30 days. |
| Pension: | A flexible retirement pension scheme is provided with Volunteer Now contributing 4.5% of gross salary per annum. You are eligible to join the scheme once probationary period is completed satisfactorily. |
| Hours of Employment: | 35 hours per week. Reasonable hours outside this (the nature of the work means that evening and weekend work will be required during events therefore the working hours will be across Monday -Sunday, as applicable) are required to fulfil the obligations associated with the post. |
| Travel & Subsistence: | Current rates are available from the Corporate Services Manager. |
| Location: | An office base is available in Belfast (will be required to travel to other locations as necessary). Staff will be required to support the work of the organisation across all of its areas. A hybrid working policy is in place to facilitate home working as part of this post. |
| Flexibility: | Volunteer Now offers hybrid working and flexible working and family friendly policies. |
| Career Development: | Training & Development opportunities are provided. |

PERSON SPECIFICATION

Applicants must have demonstrable evidence of the following qualifications, core competencies and additional requirements:

Qualifications

- Third level qualification or two years equivalent experience within the last five years.

Essential

Development

- Thorough understanding of adult safeguarding and the standards required.
- Ability to assess organisations against best practice standards.
- Can provide tailored safeguarding support to organisations.

Information/Training

- Can effectively identify needs, develop and deliver good quality training and information which will meet organisational needs.
- Hold a full driving licence and/or access to a form of transport which will enable the post holder to carry out the duties of the post effectively.

Desirable

- Social work qualification.
- Training qualification.
- Experience of working directly with adults at risk.
- Experience of working/volunteering in the Sports sector.
- Knowledge/experience of safeguarding children and young people.

PERSON SPECIFICATION

Core Competencies

Candidates will be required to establish through the recruitment process that they meet the following core competencies:

- **Delivering Excellence** (Focus: quality outcomes, learning, continuous improvement)
- **Thinking Outside the Box** (Focus: innovation, resourcefulness, creativity)
- **Working Together** (Focus: connecting, collaborating, building relationships)
- **Getting Things Done** (Focus: decision making, planning and organising, working independently)

VOLUNTEER NOW ORGANISATIONAL VALUES

Organisational Values

