

Job Description

Job Title	Education Facilitator
Responsible to	Education Manager
Responsible for	N/A
Based	Home and /or office based

Summary

At Dhiverse we aim for inclusivity and equality in everything we do. Relationships and sex education (RSE) is lifelong learning, and we believe that everyone should have the opportunity to access it in a way that works for them. Our aim is for everyone to have the education, support, and information they need to feel equipped and empowered to make informed choices and decisions around relationships and sex, sexual behaviours, sexual health, sexuality, gender, emotions and keeping themselves and others safe.

We offer a range of RSE workshops and short-term age-appropriate educational interventions. Our ABC programme is an intervention for young people and adults who have a learning disability and/or autism (LD/A), and our SLIP Programme is an intervention for children and young people (CYP) who display concerning and inappropriate sexual behaviours.

The post holder will deliver sessions for both ABC and SLIP to both small groups and individuals. Sessions will be delivered face to face or online depending on the need and circumstances.

The post holder will maintain an approach which supports and informs people but does not tell them what to do.

We also run workshops for families and professionals to help them gain a better understanding of how ABC, SLIP or RSE workshops can benefit participants. The postholder will be involved in the delivery of these workshops and in helping to facilitate the project development groups.

The post holder will support to the Education Manager around all aspects of development, monitoring, and delivery of the project.

Main duties

1. **Delivering interventions** to people of varying ages abilities
2. **Delivering workshops** to families and professionals.
3. **Workshop content** – assist with regular reviews of the content of sessions.
4. **Resources** – develop, make, and prepare resources for sessions.
5. **Organizing workshops** - liaise with organizations and schools prior to the day of the workshop to ensure all the arrangements are in place.
6. **Promote** the project to relevant organizations, groups, agencies, educational provisions, and individuals throughout the relevant geographical areas through information and talks.
7. **Relationship building** – to engage and build professional relationships with a range of relevant organisations, groups, educational establishments, professionals, and individuals.
8. **Complete monitoring, feedback, and reporting** as required by the Education Manager. The Facilitator must keep adequate records for each session delivered and provide regular updates to their line manager.

All DHIVERSE employees are required to:

1. To ensure that the CYP and Adult safeguarding policies and processes are always adhered to and to ensure that any identified issues are managed in line with these.
2. Ensure that their online calendar is always up to date.
3. Meet agreed deadlines.
4. Compile and submit reports and data as requested by their line manager or CEO.
5. Take all possible steps to ensure their own safety and the safety and confidentiality of other staff, service users, volunteers, visitors, and other stakeholders.
6. Take responsibility for the security of buildings and their contents.
7. Attend meetings, conferences and undertake training and personal development as required.
8. To work occasional early mornings, evenings, and weekends.
9. Participate in 1-1 meetings with their manager.
10. Participate in Diverse events and campaigns.
11. Take responsibility for your own admin and be self-managing.
12. Ensure they communicate our Diverse aims and services accurately and consistently.
13. Always Work to the values and approach of Diverse.
14. Always maintain confidentiality and professional boundaries.
15. Work as part of a team.

Diverse is a small team, and our staff are committed to the organization as a whole. Staff will agree and be willing to help and support colleagues when necessary and contribute ideas that will take the charity forward.

Please note: This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by their line manager.

Person Specification for Education Facilitator

Essential

The applicant will need to be able to demonstrate an understanding or evidence of the following:

- Experience of supporting people who have a learning disability or autism or be able to demonstrate and evidence an excellent understanding of the needs of people who have a learning disability or autism.
- An understanding of the rights of people who have a learning disability or autism.
- Experience of supporting vulnerable CYP
- An understanding of or willingness to learn about inappropriate for age sexual behaviours, such as sending inappropriate images or accessing inappropriate content online or engaging in inappropriate behaviour for age.
- An understanding of the importance of relationships and sex education.
- Experience of planning and delivering support sessions, lessons or trainings.
- Experience of delivering one to one and/or group support.
- A knowledge and understanding of the importance of maintaining both professional boundaries and confidentiality.
- A knowledge and understanding of the importance of safeguarding.
- Ability to organize, manage and plan effectively, work under pressure and network.
- Ability to work as part of a team and on your own initiative.
- Able to use Microsoft Office and the Internet to a good standard.
- Good written and verbal communication skills
- A full driving license and access to own transport

Desirable

- A teaching qualification
- A certificate or qualification related to harmful or concerning sexual behaviours.
- A certificate/qualification related to educating or supporting people who have learning disability or autism.
- Experience of organizing events

Please note:

- ✓ The post holder will need to be able to travel both in and out of county
- ✓ The post holder will need an Advanced DBS check
- ✓ Applicants who can show transferable skills for certain essential requirements of the Person Specification may be considered.