



## **Women's Training Worker Job Description**

### **Background**

WISE Women are a charitable voluntary organisation providing services to women living in Glasgow. Wise Women also provide services to women socially excluded as a result of violence, abuse & discrimination.

WISE Women proactively address women's fears & experiences of crime and violence through the provision of Personal Safety & Confidence Building Courses for women living in local communities, co-ordinate requests for courses, produce & distribute relevant information and materials and resources, adapt & develop courses to suit all women and reflect issues that affect women's lives ensuring true inclusion, provide Tutor Training for local women including support in securing paid employment.

Wise Women is mainly funded through Glasgow City Council, but this post is funded through the National Lottery

### **Women's Training Worker**

The main duties of the Women's Training Worker are:

- Support women volunteering with Wise Women and support them to access the best options available in the organisation for their development.
- Liaise and partnership work with Further Education and Employability services for women.
- Work with the Chief Executive Officer to explore opportunities for accreditation for Wise Women's courses and learning opportunities.
- Pro-actively address women's experiences and fears of crime and violence through the provision of Personal Safety and Confidence Building courses.
- Plan, prepare and present Personal Safety and Confidence Building workshops for women living in local communities.
- Work with Wise Women staff to develop and adapt course materials / programme to suit the needs of women, particularly vulnerable to abuse, discrimination and social exclusion.
- Carry out evaluations of all relevant courses identifying gaps in services and, where appropriate and as resources allow, work to fill those gaps in conjunction with the Chief Executive Officer and Board of Directors.

### **General Responsibilities**

- Contribute to the day to day running of the office with other staff including office cover, dealing with enquiries and requests for information.
- Attend appropriate training courses and conferences as agreed by the Board of Directors and Chief Executive Officer.
- Attend staff meetings, Board of Director meetings as required and six weekly support & supervision meetings with Chief Executive Officer.

- Offering support, information to individual women contacting Wise Women who have experienced, are experiencing or at risk of violence and abuse referring on to appropriate services as necessary.
- Carry out all other duties as required within this post as required by the Board of Directors.
- Attend any appropriate professional and personal development training as required.