

# Birthrights Training Officer

## Job description

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- Role Purpose
- Take Birthrights' training offer to the next level by developing a comprehensive training strategy and then delivering it.
  - Manage our training operation on a day to day basis, including marketing, managing bookings, organising training events and ensuring events are evaluated.
  - Look after and grow our Associate Trainer team.
  - Act as the Secretariat to our Education and Training working group who guide our work in this area.
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Reports to Programmes Director

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Salary £30,900 FTE per annum (£18,540 actual for 3 days per week)

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Hours 22.5 hours per week based on a 37.5 hour working week. Employee-led working schedule but hours will need to overlap with whole team at least one day per week.

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Location Home-based (UK within reasonable commuting distance of London and able to travel to regular team meetings and events in London, once the Covid-19 situation allows). Co-work space option.

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Benefits 30 days annual leave pro rata, highly flexible working, enhanced sick pay and parental leave policies.

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Contract 12 month fixed term contract, with possibility of extension subject to funding

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## About Birthrights

Birthrights champions respectful care during pregnancy and childbirth by protecting human rights. We provide advice and information to women and birthing people, train doctors and midwives, and campaign to change maternity policy and systems.

**Our vision is that everyone receives the respect and dignity they deserve in pregnancy and childbirth.** Our mission is to be the authority on human rights in pregnancy and childbirth in the UK and use that influence to improve services and practice throughout the maternity system.

Having more and more healthcare professionals and peer supporters trained in how human rights law applies to maternity care is a key pillar of our theory of change. Over the last few years we have grown our training programme, from informal talks by staff and Board members, to having a training team of around 30 (most of whom have full time jobs as lawyers and healthcare professionals but who work for us on a freelance basis) offering structured training courses (our training brochure can be found [here](#)). During the pandemic we have successfully moved our training online for

the first time. Thanks to new funding, we now have the chance to grow our team, to include a role dedicated to training for the first time - initially on a 12 month contract but with the goal to make this a permanent role, subject to future fundraising and income generation (including from training).

## About the role

We need a strong team-player and self-starter to capitalise on the huge potential we can see in our training offering, which we have not had the resource to do before. We are looking for someone who can bring their expertise and knowledge of developing and expanding training programmes in other charities or organisations and hit the ground running.

You will work with the Programmes Director and the rest of the policy, influencing, and advice team to ensure what we are hearing from women and birthing people contacting our advice line is reflected in our training, and that what we hear from healthcare professionals during training feeds into our policy and campaigning goals.

You will also work with the Programmes Director, Engagement Director, CEO and others to ensure that we reach our targets for generating income from training, whilst also meeting our charitable objectives to spread our message as widely as possible. This will involve a combination of revenue generating training, not for profit training (for example, for other charities supporting women facing severe and multiple disadvantage), and some shorter, free talks or communication pieces in person, on our website or on social media.

You will be responsible for managing our Associate Trainer team, performing the Secretariat function to our Education and Training working group and liaising with all our training clients.

Birthrights is a small but mighty charity, so you need to be both strategic and hands-on. You'll have the mandate to shape our training strategy going forward as well as managing training engagements on a day to day basis.

It's an exciting time to join us. In 2021, we will continue to champion human rights in response to Covid-19 restrictions in maternity care, launch a new national inquiry on racial injustice, grow our advice and training, and shape a new strategic plan. You will be one of four new joiners in the first few months of 2021, taking our team up to 9 plus freelancers working on shorter term projects.

## Job description

### Training Strategy

- Develop our training strategy, including prioritising opportunities such as developing virtual reality training, and individual online training modules.
- Develop a plan to produce any new materials needed to grow our offer, such as a new suite of training videos and consider what courses/modules may need to be added to our suite of training courses.
- Scope opportunities for partnerships with other individuals and organisations, and investigate new platforms/tools that would enhance our training.
- Draft and implement a marketing plan for our training programme, and develop any new assets needed such as a new training brochure or a short video advertising our training, and consider all avenues for raising awareness of our training such as articles in journals, Instagram or Facebook lives etc, with support from the engagement team and comms/brand/web freelancers as required.

- Monitor relevant opportunities for our training, such as new Government funds, and ensure we are in a position to respond effectively, for example, by developing a new course/module.
- Contribute to the implementation of our impact study, and ensure that the lessons learnt are incorporated into our training programme.

### Day to day delivery

- Respond warmly, knowledgably and responsively to training enquiries.
- Ensure all current bookings are noted in our spreadsheet, book trainers, liaise with our Operations Co-ordinator to ensure invoices and terms and conditions are sent, and arrange any logistical details such as location, timing, equipment needed and evaluation arrangements.
- After a training event, check client is happy and send any follow up material such as slides, and completion certificates.
- Analyse evaluation forms from each event and check if any action needs to be taken as a result.
- Update our Key Performance Indicators for the Board on training each quarter.
- Ensure our website is an engaging “shop window” for our training offer.
- Manage our relationship with our 30 strong Associate Trainer team including running regular catch up events (and lead additional recruitment to this team in future).
- Act as Secretariat to the Education and Training working group by arranging meetings, agreeing agenda with Programmes Director, talking to items as appropriate, taking and disseminating minutes and following up actions.
- Play a core role in our small team, contributing to organisational plans and priorities, income generation, reporting to funders and other tasks as needed.

## Person specification

### Essential

- Track record of working in training development/delivery.
- A team player who is able to work with a wide range of people.
- A self-starter, able to work independently and effectively in a remote team, and who possesses the curiosity to investigate new opportunities and relationships and make recommendations without being asked.
- Excellent communication skills - verbally and in writing.
- Willingness to muck in, support other members of a small team, and flex easily between strategic and hands-on tasks.
- Commitment to our values, to inclusion and to working on own biases and beliefs.

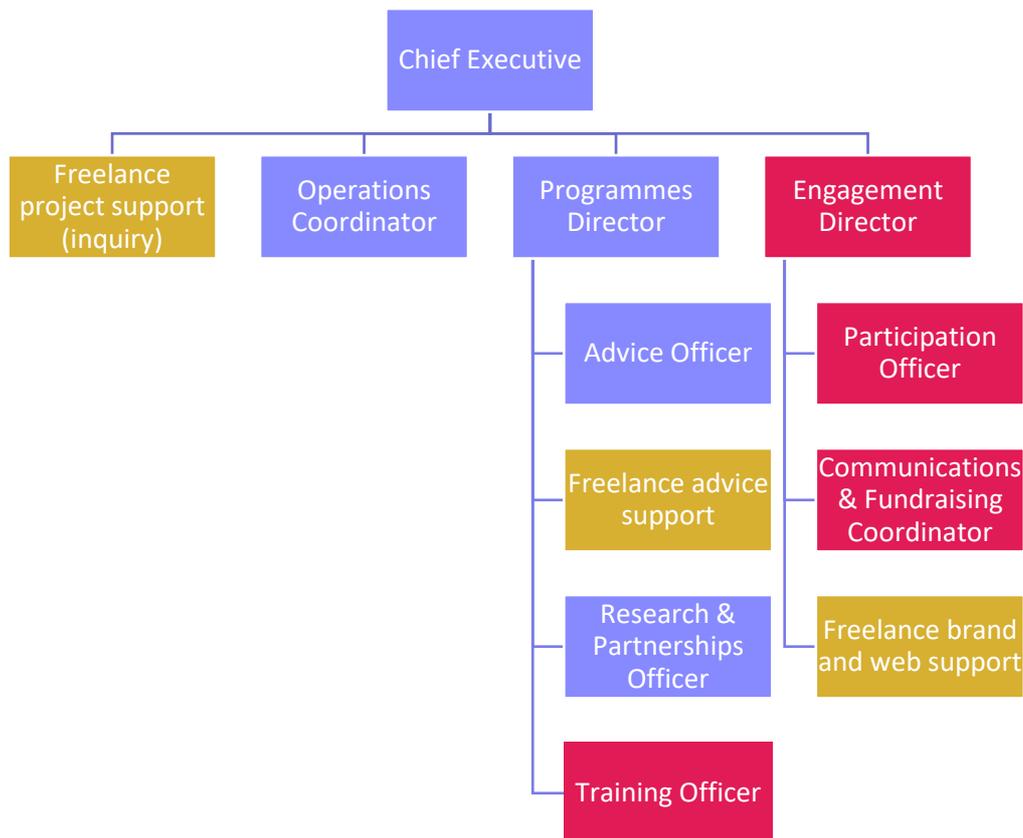
### Desirable

- Experience of developing training programmes in the charity sector.
- Marketing/sales experience. Experience of marketing training to NHS clients is particularly desirable.
- Experience of delivering training.
- Knowledge of maternity care and/or current rights issues in pregnancy and birth.
- Experience of developing materials in different formats, in particular, commissioning and managing the production of videos.
- Social media experience.

## Our team

We have a small team of core staff, supported by freelancers. In 2021, we are set to grow, with four new posts (in pink below). Our Board of Trustees and network of Associate Trainers bring a wealth of diverse experiences and expertise to help deliver our mission.

We are a friendly, passionate and supportive bunch. We have always been a fully remote team, working from home, but we also have access to a co-work space in London Fields. Our ethos and policies promote genuinely flexible working. We know the work/life juggle is tough - especially now - and will do whatever we can to support your wellbeing.



## Diversity, equity and inclusion

Birthrights is committed to diversity, equity and inclusion in our organisation and our external work. You can read our full inclusion statement [here](#).

We have signed the [Show the Salary pledge](#), adopted [the Halo Code](#), support the [#NonGraduatesWelcome](#) campaign, and recently trained with the [Queer Birth Club](#).

We want to increase the diversity of our team. We particularly welcome applications from people of colour, LGBTQ+ people and disabled people, who are currently under-represented in our staff team. We will use positive action under the Equality Act 2010 to appoint from these underrepresented groups if two candidates are equally qualified.

We would like to thank the [Esmée Fairbairn foundation](#) for making this new role possible.

## How to apply

Please send your CV and a short covering statement (maximum two sides of A4) to [info@birthrights.org.uk](mailto:info@birthrights.org.uk) **by noon on Monday 8 February**.

The covering statement is your opportunity to tell us why you're a good fit for this role. We know it's a big job so don't expect you to have everything we are asking for on day one and we are committed to providing support and training. Do look at each criteria under 'Person specification' and give clear, specific examples of how you meet them through your personal or professional experience (volunteering counts too). Don't forget to tell us why you want the job!

If you have any questions about the role and application process, please contact [info@birthrights.org.uk](mailto:info@birthrights.org.uk). We can offer an informal conversation to answer any questions you might have about the role before you apply.

Interviews are likely to take place on Zoom w/c 8 March 2021, to be confirmed nearer the time. Please let us know if you require additional support or reasonable adjustments for the application or interview. We really want the process to feel accessible.