

Zebra Facilitator & Trainer (Trauma-Informed Practice)



Job description

Job Purpose:

To join Zebra's Trauma-Informed Practice delivery team, facilitating group workshops, training and meetings, particularly in the context of large culture change programmes.

There are opportunities to take part in training and facilitation in other core areas of Zebra work, particularly Solution Focused Practice and Equalities, should the postholder have the interest, knowledge and skills.

Key Tasks:

- Liaise with client organisations, and potential clients, to ensure that the work meets their requirements and context.
- Participate in the development of new culture change programmes, workshops, training courses and training materials as required.
- Participate in the evaluation of, reflect upon, and improve existing programmes, courses and training materials.
- Plan for travel and accommodation when these are required to deliver Zebra Collective work.
- Provide information to ensure that, e.g.:
 - an up-to-date calendar can be maintained
 - invoices can be issued promptly and accurately
 - up-to-date materials (e.g. workshop outlines, PowerPoint presentations etc.) are filed tidily and coherently on Dropbox

Communication and Working Relationship Skills

Team Colleagues:

- To work closely with colleagues in the delivery of Trauma-Informed Programmes, and any other programmes agreed by the Collective Directors.
- Attending agreed Zebra Collective meetings and development days.

Clients:

- To communicate in a skilled and sensitive manner with current and potential client organisations and on all programmes in planning and in progress.

Public:

- To promote Zebra Collective at events, conferences, and out there generally.

Analytical and Judgemental Skills

- Solid analytic and judgement skills will be necessary to planning, delivery and evaluation of programmes.

Planning and Organisational Skills

- To plan and prioritise own workload with the help of management supervision.

Responsibility for Information Resources and Administrative Duties

- To maintain accurate records and ensure documentation and material created are saved and accessible on Zebra's Dropbox system.
- To contribute to ensuring that the Zebra planning database / calendar is up to date.
- To be responsible for using an email account to generate, monitor, and respond to the e-mail traffic by which Zebra conducts much of its internal and external communication.

Freedom to Act

- The postholder is accountable for their own professional actions, acting within Zebra policies and procedures (and Professional Practice Guidelines where these apply).

PERSON SPECIFICATION

This is a specification of the qualifications, skills, experience, knowledge, personal attributes and other requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description).

	Desirable/Essential	Evidence
QUALIFICATIONS & TRAINING Evidence of extensive experience and high ability in training and facilitation	E	
KNOWLEDGE An understanding of trauma and trauma-informed practice Knowledge of and broad buy-in to the Power Threat Meaning Framework Understanding of Solution-focused Practice Knowledge and understanding of key concepts in Equalities.	E D D D	
EXPERIENCE Evidence Writing, planning and facilitation of training and reflective group workshops. Evidence of delivery of the above online	E E	
SKILLS & ABILITIES Excellent facilitation skills Excellent presentation skills Excellent communication skills Planning and programme development skills IT skills (including the use of MS 365: MS Teams, MS Outlook, MS PowerPoint, MS Word & Zoom)	E E E E E	
ANALYTICAL & JUDGEMENT SKILLS Reflective and reflexive Critical thinker Action-focused, whilst able to reflect on own practice Ability to process complex concepts and information and integrate into decision making Understands process and principles of consensus	E E E E E	3

<p>PLANNING & ORGANISATIONAL SKILLS</p> <p>Project management</p> <p>Self-organisation</p> <p>Excellent time management</p>	<p>D</p> <p>E</p> <p>E</p>	
<p>ADDITIONAL</p> <p>Able to work from home</p> <p>With access to their own computer</p> <p>Available to work flexible hours</p> <p>Available to travel throughout the south-west</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	

Zebra Collective, November 2021