



**Job title:** Your CHOICE Project Worker

**Responsible to:** Your CHOICE Project Co-ordinator

**Location:** Northern Ireland Wide – Hybrid

- 1 post to cover Northern & Western Trust
- 1 post to cover Belfast, Southern & South Eastern Trust

**Hours:** 18.5 hours per week

**Contract:** 4 Years Fixed Term

**Salary:** £25,991 - £27,741 pro rata

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Nexus has over 35 years' experience offering a specialised professional counselling service to survivors of sexual trauma. We also provide training and education workshops across Northern Ireland on topics such as consent, relationship and sexuality education, internet safety and child sexual exploitation.

From April 2019, Nexus also manage the 24 Hour Domestic and Sexual Abuse Helpline, which is funded by the Department of Health, Department of Justice and the Department for Communities.

Our people are a dedicated and professional group of individuals who are vital to the success of the Organisation. We aim to be champions of lasting positive change for people affected by sexual assault/ trauma providing a positive influence through the delivery of influential, professional, quality driven and sustainable services.

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### **Job purpose**

As our Your CHOICE Project worker you will be responsible for developing, designing, and delivering training and education projects to support the work of Nexus. You will have the opportunity to present to a wide range of audiences.

You will be responsible for the development of training materials for both accredited and non-accredited courses within the organisation. In addition, you will develop online training, education content and resources for a variety of courses within the project. Working with Project Co-Ordinator you will ensure all training and education content is reviewed on an ongoing basis and is up to date and quality assured.

The delivery and standard of training provided is paramount and you will be responsible for completing the monitoring and evaluation of all training and education sessions, ensuring compliance with all Nexus disclosure policies and procedures.

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### **Further duties**

- Providing information and data to complete funders reports and compile reports to senior managers on a regular basis
- Ongoing personal training to maintain/ improve own professional development
- Attend events as and when appropriate to gather information, raise awareness or deliver Nexus training
- Liaise and work with senior managers on relevant tasks
- Liaise with other departments to develop new training and education services within the organisation in line with strategic objectives
- Any other duties as required by the role

### **Essential Criteria**

The Your CHOICE Project Worker must be able to demonstrate the following:

- A relevant third level qualification
- Minimum of 3 years' experience of working with young people in a group setting
- 1 years' experience of working with people who have experienced sexual trauma and/or experienced significant disadvantage in their lives
- Experience in developing, designing, and delivering training and education projects
- Proven organisational skills with practical experience of working with a range of individuals and organisations
- Excellent communication and interpersonal skills including experience of interacting with people at all levels, and the ability to speak in public
- High level of experience and competence with IT including all Microsoft packages
- Proven ability to work on own initiative - ability to demonstrate experience of creative planning, monitoring, evaluation and reporting
- Able to undertake the required travel for this post

### **Desirable Criteria**

- Qualification in facilitation or relevant fields
- Experience of liaison with accreditation bodies
- Experience of planning and development of services

### **General responsibilities**

- To work across other Nexus Training & Education projects
- Work within Nexus policies, procedures, and standards
- To maintain an awareness of own and other's health and safety and comply with Nexus Health and Safety procedures
- To comply with Nexus Diversity and Equality policies and practices
- To comply with all relevant Nexus child and vulnerable adult safeguarding policies
- To maintain and develop competence in the use of IT systems
- Hours of work flexible depending on need



**Person Specification**

Appointment to this post will be subject to Access NI clearance.

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**This job description is not incorporated into the employee's contract of employment.**

**It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments following discussion with the post holder.**