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| **Title**  | **Freelance Trainer**  |
| **Accountable to**  | Training Coordinator / Training Manager  |
| **Hours**  | Variable and as per Service Level Agreements, predominantly during office hours.  |
| **Location**  | * Online Platforms including Zoom, Microsoft Teams and other similar platforms.
* Various locations across Nottingham City and Nottinghamshire
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| **Sessional Rate**  | See attached information  |

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| **Purpose:**  |
| To deliver training and awareness around domestic and sexual abuse related issues in line with Equation’s business plans and priorities.  |

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| **Freelance Trainers will:**  |
| 1.  | lead, or co-facilitate, domestic and sexual abuse training and awareness sessions to professionals and community groups in line with Equation’s standards and specifications  |
| 2.  | provide professionals and communities with relevant information and resources to be able to respond to domestic and sexual abuse  |
| 3.  | keep up to date with relevant legislation, best practice, and policy, relating to domestic and sexual abuse, safeguarding, and gender issues  |
| 4.  | comply with Equation’s quality assurance procedures   |
| 5.  | comply with all relevant Equation policies  |
| 6.  | represent Equation and help to maintain our professional reputation  |

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| **Equation freelancers must be committed to:**  |
| 1.  | Increasing personal awareness in relation to diversity and equalities issues and incorporating this awareness into service provision  |
| 2.  | Challenging stereotypes, prejudice and discrimination experienced by groups and individuals on issues such as gender, race, ethnicity, nationality, sexual orientation, disability, class status, age and religious or non-religious beliefs  |
| 3.  | Increasing and promoting equality and fairness for women and girls  |
| 4.  | Developing an understanding of how domestic abuse and sexual violence is interwoven within and across all social, cultural and religious communities  |
| 5.  | Attending freelancer meetings and personal enrichment sessions to ensure the continued quality and consistency of training delivery  |
| 6.  | Taking part in one-to-ones and debrief meetings   |
| 7.  | Able to work flexibly and willing to deliver training sessions via on-line platforms including Zoom and Microsoft teams and travel across Nottingham and Nottinghamshire.  |

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| **Further Information**  |
|  **Financial** * This role is offered on a self-employed basis (further information can be found at <https://www.gov.uk/working-for-yourself/overview> )
* Fees are paid according to the experience and role a trainer is able to take during training delivery. Through Equation’s induction and development process, the rate of pay may be increased over time as authorised by the Training Coordinator.
* Work will be agreed subject to the requirements of the service and depending on the availability of the post holder.
* Payment is made within 30 days of submission of an invoice
* As a self-employed worker, the Freelance Trainer will be solely responsible in ensuring that accurate invoices are supplied, records maintained and any tax returns are submitted by them.

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|  **Induction and Development**  All Freelance Trainers are required to attend an Equation induction programme to enable them to * Learn about Equation and our training provision
* Observe a minimum of 2 of our training courses including Understanding & Responding to Domestic Violence and Abuse
* Co-deliver a training session alongside an experienced Equation trainer

 Whilst we will attempt to give successful applicants reasonable support to become part of Equation’s training pool, approval will be dependent upon passing observational assessments and meeting Equation’s Training Standards for Quality Assurance.   |

Reviewed May 2024