



Safeguarding Trainer/ Facilitator Brief

Artswork works to empower young people through arts and culture, giving them the opportunity to explore and fulfil their potential in a future that we are all making together. As an Arts Council National Portfolio Organisation, we work with many professionals across the creative, cultural and heritage sectors delivering workplace training that supports professional practice, programme delivery and develops learning. Artswork Ltd. has been delivering training to the creative, cultural and heritage sectors for more than 20 years.

Safeguarding for the sectors is an extremely important and popular area of our work, and we are experiencing increasing demand for our safeguarding training programmes. As we expand our work, we need experienced freelance self-employed trainers to deliver alongside us.

We provide trainers with the core training materials, learning outcomes and session plans for each course. We welcome trainers drawing on their own professional experience to add relevant context, examples and insight in delivery, and there is scope for this within sessions. Any substantial changes to content or structure should be agreed with the APD team in advance. From time to time, there may also be opportunities to contribute to the development of new training in areas of agreed expertise, although this is not guaranteed and would be discussed and commissioned separately.

This opportunity will suit trainers with strong professional expertise in safeguarding and the confidence to deliver this in an engaging, thoughtful and participant-centred way. We are particularly keen to hear from facilitators with working knowledge of safeguarding in creative, cultural and heritage contexts such as museums, galleries, theatres and similar environments. This may also include relevant experience from adjacent sectors, such as charities, where there is a clear understanding of how safeguarding responsibilities translate into our contexts. We are especially interested in trainers who have held designated safeguarding responsibilities and/or have experience of developing, implementing or managing safeguarding policies and procedures in practice.

Brief

The trainer/ facilitator will need to:

- Deliver online face-to-face training. This means you must have access to high speed and stable internet and suitable skills and equipment to reliably deliver training in an online environment.
- You may also be asked to travel to venues to deliver face-to-face training. If this is the case, we will cover your travel costs and a slightly higher daily rate. You will be

responsible for managing your travel and accommodation and keeping us informed of this.

- Work within the agreed Artswork course framework, bringing professional insight and relevant contextual examples to delivery without substantially changing the content, structure or intended learning outcomes. Any proposed changes or amendments must be discussed with the APD team in advance.
- Ensure that participants complete an evaluation provided by us at the end of each session.
- Provide feedback following the training to Artswork. For online training, this is done face-to-face online, immediately following the training session as part of the hand-back to Artswork.
- Liaise with the professional development team to ensure the successful delivery of training.
- Represent Artswork Professional Development professionally and positively whilst delivering our training.
- From time to time, there may be opportunities to contribute to the development of new training in agreed areas of expertise. This would be discussed separately and is not guaranteed. Any such work would be commissioned by prior agreement and subject to an additional fee.
- Complete and submit expenses, as necessary.
- Provide invoices and manage your financial arrangements.
- Use all reasonable skill and diligence in the delivery of our services.
- Read and follow our Access, Diversity, Equality and Inclusion, Safeguarding, Data Protection Policies and Anti- Discrimination Charter

Intellectual Property

The intellectual property of our courses, including the content and resources belong to Artswork and cannot be used without our express permission.

Management and reporting arrangements

The appointed trainer/facilitator will be expected to report to the Artswork Professional Development team (APD)

Trainer/ Facilitator profile

The successful candidate will be able to demonstrate the following in their application and in their interview:

| | ESSENTIAL | DESIRABLE |
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| Qualifications | Relevant training qualifications, such as CTLLS, DTLLS, PTLLS, or PGCE or demonstrable experience of delivering similar training | Ideally, you also have qualifications related to arts, culture, or heritage. |

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| | Professional certifications in safeguarding or child protection (level 3) or demonstrable equivalent professional experience | |
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| | ESSENTIAL | DESIRABLE |
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| Knowledge | <p>Knowledge of the regulatory, legislative and practice frameworks relating to safeguarding children, young people and adults at risk, and how these apply in creative, cultural and heritage contexts</p> <p>Knowledge of inclusive practice, including equality, diversity and accessibility in training delivery</p> <p>Knowledge of how to adapt or differentiate facilitation approaches to support different learners and groups</p> | <p>Awareness of current safeguarding issues, research and practice relevant to children, young people and adults at risk</p> <p>Knowledge of professional development and adult learning approaches within the creative, cultural and heritage sectors</p> |

| | ESSENTIAL | DESIRABLE |
|------------------------------|---|---|
| Skills and Experience | <p>Strong professional expertise in safeguarding practice and training</p> <p>Experience of delivering engaging, interactive training to adult learners</p> <p>Confident and professional facilitation skills, with the ability to hold sensitive discussions well</p> <p>Empathy, sound judgement and the ability to create a respectful and inclusive learning environment</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to adapt delivery appropriately for different audiences while maintaining the</p> | <p>Experience in a Designated Safeguarding Officer or similar safeguarding lead role</p> <p>Previous experience of safeguarding within creative, cultural or heritage settings</p> <p>Experience of developing, reviewing, implementing or managing safeguarding policies and procedures</p> <p>Relevant safeguarding experience from an adjacent sector, such as charities, where this can be applied meaningfully to creative and cultural contexts</p> |

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| | <p>agreed learning outcomes and course structure</p> <p>Confidence in delivering online using platforms such as Zoom or Teams</p> <p>Good organisational skills and a reliable, professional approach to preparation and delivery</p> | <p>Experience of contributing to the development of training materials or courses</p> |
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| | ESSENTIAL | DESIRABLE |
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| Personal Attributes | <p>Engaging, confident and empathetic in facilitation style</p> <p>Work well independently and as part of a team</p> <p>Able to build trust quickly and support constructive discussion around sensitive topics</p> <p>Show attention to detail and take pride in own work</p> <p>Thoughtful, reflective and open to feedback</p> <p>Evidence of ongoing professional development and commitment to staying updated with industry trends and emerging issues</p> <p>Committed to inclusive practice and accessible learning</p> | <p>A strong interest in professional development across the creative, cultural and heritage sectors</p> <p>Evidence of continued professional development in safeguarding and related areas</p> |

| | ESSENTIAL | DESIRABLE |
|--------------|---|------------------|
| Other | <p>Flexibility to schedule and deliver training sessions based on organisational needs, which may</p> | |

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| | <p>include evenings or occasionally weekends</p> <p>Ability to travel across the UK to deliver training within venues (transport and accommodation will be reimbursed)</p> <p>Interest in the creative, cultural and heritage sectors</p> | |
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Payment and remuneration

There is no entitlement to holiday or sick pay.

In consideration of the trainer's services, Artswork will provide the following:

A fixed fee plus any agreed travel expenses where applicable, for each course delivered as agreed in advance between Artswork and the Trainer. The fee is all inclusive and includes planning time and VAT where applicable. Any agreed travel expenses will be reimbursed in line with Artswork's travel policy, which supports the use of public transport and active travel wherever possible.

The trainer is expected to meet all other costs and expenses incurred in providing services under this agreement unless otherwise agreed.

N.B. This work is offered on a freelance, ad hoc basis. Work will be offered based on demand and trainer availability.

You are responsible for your own tax and National Insurance.

How to submit a response

We are initially looking to appoint up to two trainers to join our freelance team.

Applications will be reviewed on a rolling basis, and we encourage early expressions of interest.

If you are interested in this opportunity, please email the following documents to training@artswork.org.uk

- CV
- Personal Statement including brief examples of previous relevant work, explaining the context. This should be no more than 4 sides of A4 using 12-point text and a sans serif font.
- Names and contact details of two referees who have knowledge of your work in a similar capacity **(in a separate document)**

- Details of your professional indemnity and public liability insurance **(in a separate document)**

Artswork will be assessing all submissions received against the following criteria:

- Understanding of the role
- Ability to fulfil the Provider profile
- Experience and expertise

To discuss the brief please contact the Artswork Professional Development Team at training@artswork.org.uk

Thank you very much for your interest.

www.artswork.org.uk