

***For the care and support of those bereaved, traumatised or injured***

***as a result of the Troubles/Conflict in Northern Ireland***

**Applicant Information Pack**

**Sessional Trauma Education Facilitators**



Dear Applicant,

**Post: Sessional Trauma Education Facilitators STEF/June/18/**

Thank you for your interest in the above post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you complete **all relevant sections to help us make our decision**. **Please note that we do not accept CV’s**.

Please find enclosed the following: -

* Our Mission and Values
* Job Description
* Personnel Specification
* Outline of Terms and Conditions
* Guidance Notes
* Employment Application Form and Monitoring Form (for completion).

We request that you complete and return this for statistical monitoring purposes. For information on WAVE, please visit our website [www.wavetraumacentre.org](http://www.wavetraumacentre.org).

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE and place in an envelope. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow

HR Manager

**PLEASE NOTE: CLOSING DATE:Friday 8th June 2018 at 3.00 pm**

**Hard Copy Completed forms should be returned to:**

**HR Manager, WAVE Trauma Centre,**

**5 Chichester Park South, Belfast, BT15 5DW.**



**WAVE: Who we are?**

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. ***The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.*** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, “At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a troubles-related incident.” The true cost however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, and substance abuse and in some cases when their grief became intolerable, suicide.

Over the last twenty-five years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last four decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 10,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation’s management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community based Trauma Education Programmes. These programmes have been refined and developed over 18 years and offer students a range of options to meet their learning needs. Trauma Training includes:-

* Short Trauma Courses accredited by the School of Education at Queen’s University Belfast under their Open Learning Programme.
* A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen’s University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
* A Postgraduate Pathway in Trauma Studies is currently being developed in partnership with University College, Cork. It is scheduled for delivery in the 2017/2018 academic year.
* Professional Development in trauma awareness and trauma informed practice for social work and nursing students is delivered in partnership with the Schools of Social Work and Nursing and Midwifery at Queen’s University.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from five Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney and Derry Londonderry and services such as Outreach/Befriending, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Training, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre’s. In addition the organisation has a number of satellite projects operating across a range of venues in response to local need.



Role Description

# **Engagement: Trauma Education Facilitator**

# **Responsible to: Director of Trauma Education**

**Assigned to:** Any of the WAVE centres in Belfast, Omagh, Armagh,

Derry Londonderry and Ballymoney

Opportunities will also arise to deliver education courses at other locations throughout Northern Ireland and the border counties, as negotiated between the facilitator and WAVE on an ongoing basis.

## **Remuneration:** £25.00 per hour.

## Travel expenses to locations other than the assigned centre will be paid in accordance with WAVE policy.

**Hours:** Negotiable

The successful applicants will be required to deliver a range of Short Trauma Courses accredited by the School of Education at Queen’s University Belfast under their Open Learning Programme.

## **Principle duties of the post:-**

1. **Course delivery**
* To undertake, on a sessional basis, the delivery of a range of accredited courses workshops and seminars, using a range of audio-visual equipment.
* To liaise with the Trauma Education Team in regard to all aspects of course delivery, including any changes to agreed timescales or course content.
* To adhere to the prescribed contents of the courses and manage resources as appropriate.
* To take responsibility for remaining up to date on research, literature, policy and new developments in good practice within the relevant courses.
* To contribute to course content where appropriate.
1. **Course administration**
* To be responsible for ensuring that all necessary course administration, including beneficiary forms attendance registers and learner assignments, are completed and returned to WAVE within the agreed timescale.
* To attend a two facilitators meetings per year at WAVE Belfast (September and March) on an unpaid basis. WAVE will make every effort to arrange these meetings at a time which is suitable for the majority of facilitators.
* To contribute to the process of monitoring and evaluating WAVE Trauma Education courses / workshops / seminars.
1. **Training**
* To attend facilitators’ induction and training sessions as required.
* To attend, as a student on an unpaid basis, each course that the facilitator will be employed to deliver.
1. **Financial**
* To be responsible for submitting invoices, with the relevant supporting documentation, within an agreed timescale i.e. attendance sheets marking sheets etc.
1. **Organisational**
* To ensure promotion of a positive and professional image of WAVE, which advocates the organisation’s mission, vision and values and which is not detrimental to the organisation inclusive values.
* To take responsibility for being familiar with, and adhering to, WAVE policies and procedures; including the Lone Working, Health and Safety, Data Protection & Confidentiality, Child Protection and Vulnerable Adults and Equal Opportunities & Diversity policies.



**Person Specification**

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| --- | --- | --- | --- |
| **Selection Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| 1. **Qualification/Education**

(i). Education to Higher Education diploma level (or equivalent) in Psychology, Counselling, Psychotherapy Social Work, Substance Use/Addictions or an equivalent, relevant area of study. orA minimum of three years delivering training within higher education and/or at diploma level. | ✓✓ |  | **A****A** |
| 1. **Experience**

(i).A minimum of three years’ facilitation experience in an adult teaching and / or community training environment. | ✓ |  | **A/I** |
| 1. **Skills and Abilities**

(i).Ability to demonstrate excellent verbal and written communication, including presentation skills.(ii). Ability to be responsive to a range of learning styles and abilities.(iii).Demonstrable working knowledge of Microsoft Office to include: PowerPoint, Word and Outlook, or equivalent software. (iv). Commitment to using Microsoft Office to include:- PowerPoint Word, Outlook or equivalent software.  | ✓✓✓✓ |  | **A/I/P****A/I/P****A/I/P****A//P** |
| 1. **Other Requirements**

(i)Possession of a portable device (laptop, Mac, Ipad or equivalent hardware for teaching purposes (ii)Ability to work unsociable hours. | ✓✓ |  | **A****A** |

**A = Application Form I = Interview P = Presentation T = Test**

**R = References**