

Job Description and Person Specification

Overview and Terms

Job title	Security Training Officer
Date reviewed	August 2010
Purpose	Working as a member of the RedR Learning and Development Programmes Team to achieve its organisational purpose, specifically by planning, convening and delivering training courses within RedR's security programme to improve the competence of relief workers
Responsible to	Security Training Coordinator
Responsible for	n/a
Working with	Colleagues within the L&D Department and external contacts as necessary
Location	250a Kennington Lane, London, SE11 5RD (with extensive UK and overseas travel)
Post	Part time at 50% (17.5 hours per week). Working days and pattern are to be agreed
Period	Fixed term for 12 months, with possibility of an extension dependant on continued funding and performance
Grade	Grade 3
Salary	£26,307 p/a (pro rata) depending upon skills and experience
Other	As defined in our standard contract terms

RedR and the work we do

Each year millions of people around the world feel the effects of natural disaster and conflict. RedR is an international charity that improves the effectiveness of disaster relief, helping save and rebuild the lives of people affected by disaster worldwide. We do this by delivering essential training and support to relief organisations and their staff, and by supplying skilled professionals to humanitarian programmes. Our work helps to ensure that the right people with the right skills are responding to global emergencies, and enables both local and international relief workers to react to the needs of those affected by disaster, efficiently and safely.

In response to recent humanitarian catastrophes, we currently have training and local capacity building programmes in Sri Lanka following the devastating tsunami, in Sudan in response to the increasing destabilisation of the region. We are also currently developing a new programme in Pakistan, as a result of the heightened insecurity in the country as well as a training programme in Haiti in response to the earthquake in January 2010.

Job Description

Main Duties and Responsibilities:

- Plan, convene and deliver security training courses & workshops both in the UK and overseas, designed with the overall intention of improving the competence of relief workers.
- Keep up to date with developments in training methodology and security issues in humanitarian relief.

- Liaise with humanitarian relief agencies and others to ensure that the needs of relief workers are understood and met.
- Contribute to the design, planning and reviewing of courses across RedR's Security programme.
- Work with Security Training Coordinator and Consultancies Manager to ensure consistency in use of materials and training practice.
- Liaise and offer support where appropriate to other Associate Trainers working on RedR courses to ensure consistency of practice.
- Liaise and offer support where appropriate to other security Associate Trainers working in country offices to ensure consistency.
- Ensure the efficient administration and smooth running of the courses convened by the post holder through working with the Learning Support Officers.
- Represent RedR at training events and other networks and forums.
- Any other reasonable tasks or duties as required by the line manager or organisation.

Person Specification

- Minimum of 3 years humanitarian field experience in emergency relief or conflict environments, preferably in a security role.
- Sound knowledge of humanitarian security and a commitment to humanitarian relief.
- Demonstrable competence in and enthusiasm for practical training methods.
- A sound appreciation of at least some the range of personal and technical issues facing relief workers such as international law, codes and standards, gender and conflict issues.
- Ability to work effectively to tight deadlines with a minimum of support.
- Excellent interpersonal and team skills including tolerance and flexibility.
- A willingness and ability to travel within the UK and overseas for training delivery.
- Computer literacy in MS Office packages such as Word, Excel and Outlook.
- A full UK driving licence preferable.

Expectations, Authority and Accountability

What we expect of you

Tasks

- In a professional and diligent manner, to carry out the work specified in this job description and the specific tasks as agreed in the annual plan and reviewed periodically with the line manager

Team

- To work as part of the staff team to achieve our organisational goals.
- Communicate regularly with key colleagues through regular reporting, by email, phone and occasional face-to-face meetings

Individual

- Adhere to our principles and values.
- Maintain and develop your own effectiveness, including taking responsibility for your health and general welfare and investing in your own professional development as it relates to our vision and mission.
- Be prepared to adapt to the changing environment that we, as a developing organisation, may experience.
- Bring to our attention issues of concern that could affect our ability to achieve our objects, including our support of you in your own role.

What you can expect of us

That we act as a good employer, abide by the principles of the People in Aid code and provide:

- A salary and benefits package that is fair, competitive, affordable and in keeping with RedR's charitable status.
- Reasonable resources to do your job (office, equipment, budget etc), within our constraints
- Good induction, ongoing support and appraisal (including financial and time resources for your own professional development) from your manager
- Support and teamwork from your colleagues in a lively and professional atmosphere

Authority

Working towards our mission bearing in mind our vision. The post-holder functions with authority from the Line Manager.

Limitations to Authority

The post-holder shall operate within the parameters of the Strategic and Operational Plans and within good practice as understood in the sector and developed by the organisation. These limitations will be reviewed periodically.

Accountabilities

Accountability in this relationship is mutual. The Security Training Coordinator is accountable to the Security Trainer to provide support, guidance and resources and to relate to the post-holder in a manner consistent with our values. The Security Trainer is responsible to the Security Training Coordinator for performance according to the expectations of the post and for operating within the authority delegated.