

## **Image Training Coordinator**

**Image** runs three courses – a Pregnancy Counselling Skills, a Post-abortion/child loss and a Training Trainers course which have been delivered either in person nationwide or on zoom. This role involves managing the promotion, organisation and development of the courses as well as networking and encouraging the growing number of *image* trainers from across the UK.

**Job role: 10 hrs a week at £13-15 per hour (dependent on experience). Flexible working remotely or in person, in close contact with the *image* office in Manchester and accountable to the trustees. Send in a CV and letter to [applications@imagenet.org.uk](mailto:applications@imagenet.org.uk) by September 25, 2021.**

### **Roles and Responsibilities**

- Respond to course enquiries
- Plan courses: when, how (in person, zoom or a blend), where and who (trainers and supervisor)?
- Advertise courses in relevant places
- Ensure the following:
  - ✓ manuals/handbooks are in stock
  - ✓ relevant resources are sent to trainers/ trainees
  - ✓ registration/ results/ certification are completed for awarding organisations
  - ✓ course finances and attendance are recorded and followed up
  - ✓ the training section of image website is updated
  - ✓ yearly statistics and reports are completed
- Oversee training courses, trainers and supervisors to ensure quality and trouble shoot where necessary
- Encourage networking with tutors nationally and other relevant organisations
- Ensure compliance with Open Awards and Association of Christian Counsellors; this includes having a trained *image* Internal Verifier to conduct internal verification meetings following course runs.
- Ensure *image* manuals and handbooks etc are updated
- Report to the *image* trustees about training
- Represent *image* training to churches/ conferences etc

### **Person specification**

- Christian of good character (*occupational requirement*)
- a passion for image's mission, vision and objectives (*see below*)
- excellent people management and experience in conflict resolution
- excellent organisational skills
- excellent communication skills, both verbally and written
- computer literate in word-processing, spreadsheets, databases and internet-use/ social media
- ability to work as part of a team
- ability to work on your own initiative
- Flexibility around working hours
- Training experience
- Experience of image's courses (*desirable*)
- Experience of a learning platform, eg Google Classroom (*desirable*)

### **About *image***

**Values statement:** We are called '*image*' because this reflects our core belief: that every person is made in the image of God and so has a life of value, whether old, young, only just conceived, disabled or dying. Hence, we have the strapline, 'Values people from beginning to end'. This core belief also underpins our practice, since we aim to extend the love of God to all our service users, whatever their background or beliefs, by providing unconditional acceptance, agreed time and space, and appropriate support.

**Mission statement:** To provide a Christian response to abortion and to resource the church in this area.

**Vision:** To see a widespread Christian response to abortion in the UK and abroad that includes support for those considering or affected by abortion.

**Services: 1 Pregnancy Helpline** –offering a compassionate response to those considering or affected by abortion or child loss and providing practical support for families on low income

**2 Training** – providing the resources needed for churches and individuals who want to offer these services.

**3 Prayer** – organising prayer events and regular information and updates for our supporters.