



JOIN OUR MISSION
FOR CHILDREN AT RISK
ON THE STREETS

TRAINING & YOUTH PARTICIPATION OFFICER

RAILWAY CHILDREN – RECRUITMENT PACK

children RAILWAY
No child lost to the streets



WE BELIEVE IN A WORLD WHERE EVERY CHILD CAN THRIVE, AWAY FROM A LIFE ON THE STREETS

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street-connected children. Across India, Tanzania and the UK, hundreds of thousands of children are lost and alone on streets and public transport. As we embark on our new strategy to 2030, we have ambitious plans to ensure no child is left behind, wherever we work.

Every year, British Transport Police identify around 10,000 children at risk on the UK rail network. It offers young people a means to escape whatever they are running from and a place of shelter that feels safe.

However, public transport can also deliver them to danger...

With strong relationships across the UK rail industry, Railway Children applies contextual safeguarding principles to make sure someone is on hand to intervene early and protect children before they come to serious harm.

Our Youth Practitioners create turning points in these young people's lives that help them on a path to a better future.

Together we can make our transport system a safe place for everyone.

WHO WE ARE



OUR MISSION

To safeguard children at risk of being lost to the streets by empowering families, communities and partners to create lasting change, ensuring every child can reach their full potential.



OUR USP

We are leaders in protecting the rights of street-connected children. We work with transport networks to reduce risk, intervene early and safeguard children before they face serious harm.



OUR GOAL

By 2030, we will have refined and enhanced our direct work to protect children and to demonstrate effective, impactful and scalable interventions that influence systemic change.

WILL YOU JOIN US ON THE JOURNEY?



WHAT WE STAND FOR

We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

**WE STAND FOR CHILDREN,
THEIR CHILDHOODS
AND THEIR FUTURES!**

These five values
guide our work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

TRAINING & YOUTH PARTICIPATION OFFICER

Department:	UK Programme
Location:	Remotely based from home with frequent travel and overnight stay(s)
Work Pattern:	Working hours 0.6 FTE – 24 hours a week
Salary:	Salary £32,000 (£19,200 pro rata) Permanent role
Responsible to:	Training, Development & Participation Manager
Responsible for:	N/A

JOB PURPOSE

To increase awareness of safeguarding and youth-centred practice across the transport industry, ensuring the safeguarding of children and young people using public transport.

This will be achieved by:

- Delivery of face to face and online training to various stakeholders and groups within the transport community
- Delivery of consultancy activities relating to safeguarding and provision of services to vulnerable children, young people and adults.
- Engagement with partners and community members in a range of settings e.g stations, public engagement events, educational settings and as part of multi-agency safeguarding action groups
- Engagement and involvement with young people as part of our national Youth Participation programme to increase young people's voice and youth-centred practice.

All of the above will be underpinned by Railway Children's youth participation strategy and you will be a key figure in supporting and advocating for this work to ensure the voices of young people are heard and actioned.

KEY RESPONSIBILITIES

Training and Consultancy

- Plan and deliver engaging and interactive training on a range of safeguarding-related topics in a range of physical settings and locations across the UK, as well as online
- Support the Programme Manager – Training, Development and Youth Participation (TDYP) in content creation for all training programmes both internal and external
- Ensure that training is of consistently high quality, considers different learning styles and is fully evaluated and works to the standards of awarding bodies & reporting where necessary
- Use innovation and creativity to identify possible training and consultancy opportunities and work with the relevant teams to carry this innovation forward
- Work with the Programme Manager TDYP to provide support with E learning content creation and reporting
- Deliver additional training and development activities to support learners e.g. online forums.
- To identify new training and consultancy opportunities that will improve the safety of vulnerable people on the UK transport system
- To support with keeping resources up to date and managing resource drives
- Keep accurate records of all training planned and provided and generate regular reports
- To regularly travel to various parts of the UK to conduct the work with occasional overnight(s) stays where required

Youth Participation

- To engage young people across the UK in Youth Participation activities in person and online
- To promote youth participation work internally and externally to ensure the voices of young people are heard and actioned
- To support individual young people as part of our Youth Participation programme e.g. in youth forums
- To support individuals and groups of young people to be involved in the delivery of training and consultancy activities, where appropriate
- To provide support and encouragement to Railway Children volunteers (adults and youth ambassadors) as part of your work.

Partnerships

- Engage with partners in the industry to ensure that our training offer remains relevant and meets changing requirements.
- To work with partners to support multi-agency Safeguarding Action Groups
- Provide support with public facing work such as community engagement events



PERSON SPECIFICATION

General duties (all staff)

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

Experience

- Experience of delivering inclusive, engaging & high-quality training and development, both online and face to face to various groups including professionals, members of the public and young people
- Experience of developing creative content and activities in relation to working with vulnerable children, young people and adults
- Experience of successfully working with vulnerable children and young people in a trauma-informed way
- Experience of using user voice /feedback to adapt, improve and innovate further work
- Experience of using e learning platforms & working with awarding bodies
- Experience of collating feedback and proactively using this for future delivery
- Experience of delivering to a wide range of audiences catering to various learning styles
- Experienced and proficient in using various Microsoft and other IT packages in particular PPT
- Experience of creating reports, feedback and other data in relation to training.
- Experienced in using case management and learner management systems
- Experience in working with LMS & E-learning authoring tools would be advantageous but is not essential

Education/Qualifications

- To hold a relevant training or teaching qualification such as PTTLs, AET and/or show/demonstrate experience in training
- Desirable but not essential to hold qualifications in Mental Health First Aid instructor training – or other relevant training programmes

Knowledge and Skills

- Good understanding of the issues that affect children and young people and how this can be best incorporated into training – lived experience of accessing services will be welcomed
- Good knowledge of safeguarding procedures and practice for children, young people and vulnerable adults
- Knowledge of awarding bodies and training providers and how they operate
- Knowledge of the UK transport system
- Excellent skills in engaging with partners from a range of settings
- Excellent written, verbal and presentation skills
- Excellent planning and organisational skills
- Good IT skills (Word, Excel, Powerpoint)

Aptitude

- Ability to create accessible learning materials and use methods that will engage adults whose primary role is not safeguarding
- Approachable training style that uses innovation and creativity to motivate learners
- Creative and solution-oriented
- Ability to work independently while also maintaining strong team relationships
- Willing to work unsociable hours to meet the needs of the organisation and its beneficiaries
- Willing and able to travel regularly across the UK to meet the requirements of the role
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values in all activities
- Ability to follow key organisational policies and procedures including Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project visits

Where possible, we encourage our staff to visit our projects and experience the work we do. That could be here in the UK, in India or East Africa.

Time out

You will start with 25 days holiday per year to recharge the batteries. After three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

Birthday leave

One additional day of annual leave within the month of your birthday.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmastime.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:



We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.



We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.



We will work with our people to identify their career and development goals and facilitate opportunities for growth.



We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.



When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form and return it to programmejobs@railwaychildren.org.uk. Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

Closing date: Friday 6th June.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.



Registered charity number 1058991

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children
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