

THE DIANA AWARD_ FREELANCE FACILITATOR



Job Title	Freelance Facilitator
Reporting To	Programme Manager (Anti-Bullying)
Fee	£350 per week (two days of facilitation in schools, and associated travel to/from location) + travel expenses and accommodation reimbursed in line with our expenses policy
Nature of Contract	Self-employed freelancer
Location	Schools across the UK (in person delivery)
Interview Date	Wednesday 8 November – in person at our London Office
Start Date	Work available from January 2024

ABOUT THE ROLE

The Anti-Bullying Ambassador Programme engages young people and teachers to change the attitudes, behaviour and culture of bullying by building skills and confidence to address different situations, both online and offline. We do this by bringing together young people and teachers from multiple schools at full-day regional training events across the UK. Each training day focuses on provided anti-bullying content which our Facilitators bring to life through engaging and interactive activities.

This is an exciting opportunity for someone who is highly organised, is reliable and is passionate about facilitating to young people.

Exact locations of school sessions will be provided to successful applicants but please be mindful that this can be across the UK, so a willingness to travel (with some overnight stays) is essential. Travel and accommodation costs are reimbursed.

ROLE ACTIVITIES

1. Deliver full-day, in-person training sessions to a range of primary and secondary school aged young people with the aim of empowering young people to tackle bullying behaviour in their schools.
2. Undertake preparation activities to familiarise yourself with training session materials.
3. Participate in supervision at agreed intervals with the Programme Manager and additional trainings and briefings as assessed appropriate.
4. Keep young people safe while participating in sessions by adhering to The Diana Award's safeguarding policy and practice, including reporting all safeguarding concerns and disclosures to The Diana Award's Designated Safeguarding Leads.
5. Book and expense your own travel arrangements, in line with our Expense Policy.

PERSON SPECIFICATION

- Confident and engaging public speaker, with ability to engage large groups of young people
- A demonstrable understanding of issues affecting young people; this could include topics such as bullying behaviour, online safety and mental health
- Ability to work as part of a team and work independently when required
- Excellent organisation and time-management skills
- Passion for providing a platform for young people to have a voice and drive change in their schools and communities.
- An ability to reflect on your professional practice
- Willingness and ability to travel to different locations across the UK, with some overnight stays (max. 2 days of delivery per week)
- Commitment to keeping young people safe at all times
- Commitment to The Diana Award's vision, values and mission

HOW TO APPLY

If this sounds like you or if you'd like to learn more, please send your CV to people@diana-award.org.uk, with the subject line 'AB Freelancer'. We aim to get back to all expressions of interest within 10 working days.

APPLICATION PROCESS

1. **CV Review:** our Programme Manager for the Anti-Bullying team will review your CV and you will be contacted via email following this review.
2. **(Informal) Phone Interview:** if following CV review, we'd like to chat to you more about your experience and the role, we'd look to arrange a short phone call where you can also ask us more questions about the expectations of the contract.
3. **In-Person Interview:** the final stage will be an in-person interview held in our London office, held on Wednesday 08 November 2023.

There may be occasions where we expedite this process and hold ad hoc interviews in line with our school delivery commitments.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your CV as early as possible.