

Job Description

Summary	
Job Title	Training Officer (Norway)
Department	Norway Office
Location	Stavanger, Norway
Job Type	Zero Hour contract (Oppdragsbasert)
Reporting To	Norway Director
Direct Reports	None
Job Purpose	To act as a network builder and a trainer for frontline agencies such as for local authorities and NGOs.
Duties & Responsibilities	
<ul style="list-style-type: none"> • Actively network and build a network of professional connections to sustain a long term training and awareness programme for Hope for Justice in Norway • Deliver training aimed at frontline professional staff • Deliver training aimed at business and cooperates • Keep up to date with developments in relevant training areas through research, networking meetings and relevant courses • Research new technologies and methodologies in learning and implement this research • Identify and document and maintain best practice in all training and development activities in Norway, including a robust evaluation process linked to nationally recognised standards for each training area. • Work within agreed budgets • Work at all times in line with HFJ policies and procedures and the wider strategy, culture and ethos of Hope for Justice 	

Person Specification

Experience

- A relevant training qualification
- Experience of researching, planning, designing, delivering and evaluating training programmes using multi-media resources – essential
- Experience of training on issues experienced by vulnerable people such as victims of sexual exploitation, sex trafficking, bonded labour and domestic servitude

Competencies

Competencies are the core skills and behaviours that the job holder is expected to demonstrate.

The key competencies for this role are:

- Effective communication
- Fluent in Norwegian and English
- Negotiating and influencing
- Innovation and creativity
- Resilience
- Teamwork
- Planning and organising/time management
- Problem solving
- Project management
- Budget management
- Technical ability

Hope for Justice also expects every role holder to display the following general competencies:

- Organised and methodical
- Ability to work unsupervised
- Discretion/confidentiality
- Quality orientation/attention to detail
- Commitment to self-development
- Ability to prioritise own work
- IT skills including Word/Excel/Power Point

Review

Date Completed	24.06.16
Version Number	1.0
Approved By	COO