



**Training Coordinator**  
**Full-time 35h/week**  
**(part-time and/or flexible working considered for the right candidate)**  
**Location: Remote with ad hoc London meetings**

The Rory Peck Trust is dedicated to the support, safety and welfare of freelance journalists around the world. We provide practical and financial support to freelance journalists and their families worldwide, assisting in times of crisis and helping them to work more safely and professionally. We do this through various assistance funds, safety initiatives and online resources, as well as our annual awards ceremony which uniquely showcase the importance of freelance journalists.

We believe that freelance journalists play an important and integral role within newsgathering and see the Trust's role in protecting and supporting them as a practical and significant contribution to independent journalism - an essential pillar of democracy.

Based in London, the Trust works globally, with a network of international partners. It is a founding partner of the Journalists in Distress (JiD) network, sits on the Board of the ACOS Alliance and is a partner of the Council of Europe's Platform for the Protection of Journalism and Safety of Journalists.

After 20 years of running a Safety Training Fund and producing various with its partners, we now need a dedicated Training Coordinator to continue to manage and deliver on our ongoing initiatives such as our HEFAT bursaries, Safety Clinics and bespoke webinars. The Training coordinator will also support the development and launch of RPT's new safety initiative focused on making expert security advice available to freelance journalists. This is a new full-time role, on a 12 month contract with possibility to extend pending further funding.

The Training Coordinator will report to the Programmes Manager and work closely with colleagues in the Assistance team and the Communications team. We are looking for an independent self-starter who would relish the opportunity to work for an organisation supporting journalists around the world and would welcome the challenge of setting up a new project.

Contract benefits:

- Annual salary of £30,000
- Tax-free allowance to contribute to WFH costs (£312 annually)
- 12 month contract with the possibility to renew subject to funding
- 20 days annual leave in addition to the 8 UK bank holidays and the annual two-week office closure over Christmas and New Year.
- A CPD budget assigned to this role for training and development
- Remote working with access to WeWork membership if desired

*To apply, send your CV and a cover letter (max. 1 page) explaining why you think you are right for this role to Johanna Pisco, Programmes Manager, Rory Peck Trust [johanna@rorypecktrust.org](mailto:johanna@rorypecktrust.org). We will review applications on a rolling basis and fill the position as soon as a candidate is found.*



## ROLE DESCRIPTION

### ***Strategy & Development***

- Work with the Programmes Manager to set strategic priorities for the Trust's safety training opportunities for freelancers;
- Develop the RPT's Safety Helpdesk in cooperation with the Programmes Manager;
- Develop existing and new opportunities to deliver our training initiatives at relevant journalism forums, festivals, conferences, and other industry events.

### ***Relationship Management***

- Coordination of non-financial support for cases and referrals to partner organisations for additional assistance and specialist help, as appropriate;
- Liaise with partner NGOs on delivery of jointly supported safety trainings;
- Liaise with course providers regarding new safety courses and training opportunities for freelancers.
- Develop, maintain and leverage RPT relationships with key strategic stakeholders including, international organisations, academia, non-government organisations, etc in relation to providing training opportunities for freelance journalists;

### ***Financial Management & Reporting***

- Oversee and manage the trust's annual Training Fund budget;
- Draft narrative and financial reporting for the director and the board of trustees.

### ***Programme responsibilities***

#### HEFAT Bursaries:

- Processing applications and administering bursaries as appropriate, in line with RPT protocols
- Liaising with grant applicants, referees, training providers and other relevant contacts in the preparation and verification of applications;
- Assess the amount of the bursaries, in relation to need and locality; identify the most efficient ways of distributing grants and prepare instructions for the bank and transfer agreements
- Maintain contact with freelance journalists who have received bursaries or training to ensure appropriate follow up support as needed;
- Provide reporting on how grants have been utilised, in line with RPT's monitoring and evaluation protocols.
- Analyse training feedback and needs against existing opportunities to feed into the strategic direction of the Trust;
- Ensure DEI principles are adhered to in all our initiatives (recruiting diverse participants, and selecting appropriate curricula and diverse trainers, speakers and/or mentors for training initiatives).

#### Safety Clinics:

- Coordinate, Administer and Facilitate Delivery of RPT's Safety Clinics with the support for RPT's Assistance Officers and Programmes Manager

#### Resilience Programme (training element):

- Coordinate delivery of Trauma & Resilience Workshops in partnership with



Dart Centre Europe, with support from RPT's Assistance Officers, and Programmes Manager.

- Coordinate delivery of the training element of the Trauma Fund for Afghan Journalists, with support from RPT's assistance officers and Programmes Manager.

Webinars:

- Coordinate and facilitate delivery of webinars focused on safety and security.

## PERSON SPECIFICATION

The Rory Peck Trust is looking for a dynamic highly organised individual, with a real interest in current affairs and the role of freelancers in international newsgathering. The successful candidate will be expected to work closely with the Programmes Manager and other members of our small, dedicated team, while also managing relationships with training providers, partners and freelance journalists. We need someone with excellent organisational skills and experience, preferably in a media, charity or NGO environment, who will enjoy working in a close-knit team to raise the profile of, and maximise opportunities for safety training of freelance journalists around the world. We are looking for candidates with initiative and self-motivation, a proven record of working with a high level of autonomy and with excellent accuracy and attention to detail. A good communicator and team player, you will have excellent communication skills with the ability to compose professional and articulate emails and the confidence to speak to funders and partners.

Essential skills and experience

- a minimum of 5 years working experience, preferably in a media, charity or NGO environment
- experience of managing a five-figure budget.
- ability to manage their own workload to ensure effective resource management and delivery of projects on time and on budget.
- understanding of and respect for the requirements of confidentiality

Personal qualities

- clear, open and honest communicator
- willing to give and receive feedback
- creative and positive approach to problem-solving
- willingness to take on responsibility and make decisions
- ability to maintain accuracy and attention to detail when working under pressure
- the ability to keep and work effectively to tight deadlines

Desirable skills and experience

- experience of working with Gmail and G-suite, Google sheets and Excel.
- experience of database usage and management (Submittable)
- a global outlook and an interest in international news and current affairs
- understanding of the pressures and stresses of working as a freelancer in the media industry