Training Assistant
3 days a week / £15K (£25K FTE paid pro-rata)
Starting date: September 2023

Deadline for Applications: Thursday 31st of August at 11.59pm (BST)

Reporting to: Training Manager

Location: Applicants must be within commuting distance of London, as weekly team meetings are held in the city centre. Please note that this position is open only to candidates with an existing right to work in the UK.

An exciting opportunity has become available for a Training Assistant to join our small, friendly multi-national team. If you are interested in coordinating training programmes to support journalists’ safety around the world, this is a rare chance to develop your career in this area. Your work will have a direct impact on the lives of freelance journalists working all over the world.

The Training Assistant works closely with the Training Manager and other case officers in the assistance team, with a primary focus on RPT’s HEFAT training fund and safety clinics. They also help journalists access expert safety advice through our Risk & Safety Helpdesk.

Responsibilities and Duties:

Processing applications
- Processing applications and administering bursaries as appropriate, in line with RPT criteria.
- Liaise with grant applicants, referees and partner organisations in assigning bursaries and log payment instructions.
- Assess the size of the bursary in relation to the HEFAT course selected, and confirm course registration and completion.
- Ensure monitoring and evaluation is completed in a timely manner, keeping up-to-date records.
- Additional administrative tasks as needed.

Research and outreach
- Liaise with training providers, existing networks and partners.
- Develop existing outreach methods by representing RPT in online forums for freelance journalists.
- Where relevant, represent the Trust at meetings, forums, roundtables, and conferences internationally and within the United Kingdom. There is an expectation that the chosen candidate will be available to travel abroad on behalf of the Trust.
- Monitor where elections are taking place so as to plan necessary safety training needs.
- Monitor regional and country-specific safety training needs for freelance journalists.

Training delivery
- Provide logistical support to training participants, trainers, and staff, including international and domestic travel and accommodations;
- International travel to support the Training Manager in the delivery of RPT’s Safety Clinics.
- Maintain and update spreadsheets to track invoices; bursaries allocation and grant payments.
- Execute and ensure all contracts and MOUs are complete and up-to-date.
Qualifications:

This position requires someone with commitment, curiosity and energy. They should be a reliable team player, capable of working on their own initiative within a small team, and with the ability to take on responsibility - someone who is an open communicator and passionate about independent journalism and freedom of the media.

Essential:

- Education to graduate level.
- Fluency in English, both written and spoken; proficiency in other languages useful, French an advantage.
- Proven organisational skills and attention to detail:
- Ability to prioritise tasks and work independently
- Ability to coordinate participant needs and match them with training providers.
- Proven data management skills: ability to keep meticulous records.
- Ability to communicate in a clear way with people at different levels and in different locations.
- Proven attention to detail and record keeping.

Desirable:

- Experience working in the NGO or non-profit sector, or familiarity with coordinating training.
- Proficiency in Google G-suite (especially Google Docs/Google Sheets/Forms)
- Familiarity with Submittable database management software
- Firm understanding of and respect for requirements of confidentiality.
- Excellent written communication and data management.

The Trust operates as a distributed team with all staff working remotely - the experience of working independently and managing one's own workload is essential.

About Us:

The Rory Peck Trust provides 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 assistance grants, our training fund, and online resources, as well as our annual Awards, which uniquely celebrate the work of freelance journalists.

We believe that freelancers play an important and integral role in newsgathering and see the Trust’s purpose of protecting and supporting them as a practical and significant contribution to independent journalism and the free flow of information.

We are a member of the ACOS Alliance, an international group of organisations dedicated to creating a culture of safety for freelance journalists, the ACOS alliance allows members to coordinate training provision and maximise their impact on a global level.

How to Apply:

To apply, email your current CV and a short cover letter detailing your qualifications and why you want to work for the Rory Peck Trust (max. one A4 page) to Diana Yunusova, Training Manager, at diana@rorypecktrust.org by the closing deadline of 31st August at 11.59pm (BST).