

Position:	Training Coordinator
Reports to:	Senior Training Coordinator
Salary:	£26,799.17 – £27,844.33 Per Annum
Hours:	37.5 Per Week
Location:	Remote
Travel:	As Required
Contract:	Fixed Term March 2026 with potential for 12-month extension to end March 2027 pending funding confirmation.
Benefits:	A generous package including 25 days holiday a year and public holidays, employee pension scheme with employer contribution, access to childcare voucher scheme, cycle to work scheme

About The Drive Partnership

The Drive Partnership, formed by Respect, SafeLives and Social Finance, is working to transform the national response to perpetrators of domestic abuse. We work to end domestic abuse and protect victims by disrupting, challenging, and changing the behaviour of those who are causing harm. Together we have developed the Drive Project to address a gap in work with high-harm, high-risk perpetrators of domestic abuse. We also work to advocate for systems and policy change- to develop sustainable, national systems that respond more effectively to all perpetrators of domestic abuse.

Our vision

Our vision is that by 2026 there will be a consistent approach which sees agencies in all PCC and local authority areas across England and Wales – backed by national leaders – working together to disrupt abuse and change behaviour to increase safety for victim-survivors, including children and families.

Our way of working

Partnership is fundamental to our way of working. We are second-tier organisation focusing on the continuous improvement of service

models, sharing best practice and supporting specialist service providers to deliver.

We have four core strands of work:

- **The Drive Project** is our flagship intervention working with high-harm, high-risk and serial perpetrators of domestic abuse to prevent their abusive behaviour and protect victims. The Drive Project challenges perpetrators to change and works with partner agencies – like the police and social services – to provide a co-ordinated community response and disrupt abuse.
- **Restart** is an innovative pilot project providing earlier intervention for families experiencing domestic abuse. It brings together domestic abuse services, children's social care and housing teams to identify and respond to patterns of domestic abuse at an earlier stage. Restart is currently being delivered in five London Boroughs.
- **The Drive National Systems Change** programme works across the domestic abuse specialist sector, public sector partners and beyond to identify and find solutions to systemic gaps in the provision and response to DA perpetrators with the aim of developing sustainable, national systems that respond to all perpetrators of domestic abuse and increase safety for victim-survivors across all communities. We identify systemic gaps and build solutions that keep survivors safer by addressing those causing harm.
- **Domestic Abuse Protection Orders (DAPO) Positive Requirements Triage Team** works as part of the Government's DAPO pilots to ensure that referrals from courts and policing are assessed and referred to the most appropriate DA perpetrator, mental health or substance misuse intervention.

About SafeLives

We are SafeLives, the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.

We work with organisations across the UK to transform the response to domestic abuse. We want what you would want for your best friend. We listen to survivors, putting their voices at the heart of our thinking. We look at the whole picture for each individual and family to get the right help at the right time to make families everywhere safe and well. And we challenge perpetrators to change, asking 'why doesn't he stop?' rather than 'why doesn't she leave?'. This applies whatever the gender of the victim or perpetrator and whatever the nature of their relationship.

Together we can end domestic abuse. Forever. For everyone.

Context:

Over the coming year, The Drive Partnership is looking to review, update, and design new training to offer to The Drive Project workforce. To lead this work, we are recruiting a Drive training team made up of a Training Manager, Training Lead and Training Coordinator.

This role offers a unique opportunity to support the upskilling of The Drive Project workforce and advance The Drive Partnership's mission to end domestic abuse and protect victims by disrupting, challenging, and changing the behaviour of those who are causing harm.

Job Purpose:

The Drive Training Coordinator plays a central role in coordinating the planning and delivery of training activities across The Drive Partnership. The Training Coordinator will provide efficient logistical, administrative, and learner support across all Drive workforce trainings. This includes managing training schedules, resources, communication, and data in support of high-quality training outcomes.

Key responsibilities:

Training planning & delivery coordination:

- Coordinate the delivery of multiple Drive workforce trainings

- Plot training calendars, schedule associate trainers and guest speakers, and manage all aspects of learner administration
- Support the Training Lead and Senior Training Coordinator in the development and planning of training delivery through meeting coordination, workplan monitoring, diary management

Learner support & wider stakeholder engagement:

- Act as primary point of contact for learners, providing pre-course information, responding to enquiries, and assisting with registration and technical support
- Support Training Lead and Senior Training Coordinator with learner needs such as reasonable adjustments and extensions
- Support Training Lead and Senior Coordinator with maintaining accreditation with relevant awarding bodies
- Provide timely and professional responses to enquiries from external partners and stakeholders via email and phone
- Help build and maintain strong working relationships with Drive associate trainers and partner organisations

Training systems & data management:

- Maintain and update training platforms including Moodle (learning management system), Arlo (event management), and Turnitin (plagiarism checking tool)
- Maintain accurate records and data tracking for training delivery, learner progress, and course impact, ensuring compliance with data protection policies

Financial & contractual support:

- Support the production and processing of training-related quotes, contracts, invoices, and subsidies
- Liaise with Finance Team to monitor payments and ensure all financial tracking is accurate and up to date

Key requirements:

Experience & knowledge:

- Proven experience in training coordination, events management, or project administration
- Strong organisational and time-management skills with the ability to manage multiple priorities
- Experience in using online platforms such as Moodle, Arlo, etc.
- High level of accuracy and attention to detail in data entry and record keeping
- Excellent interpersonal and communication skills, both verbal and written

Desirable skills & experience:

- Experience working with awarding and accrediting bodies in training sector
- Familiarity with domestic abuse
- Experience supporting learners with additional support needs
- Experience in monitoring budgets or impact data