|  |
| --- |
|  |
| NCCPE Training Associates Recruitment Brief |

## Background

The National Co-ordinating Centre for Public Engagement (NCCPE) is a culture change agency which supports universities and research organisations to embed engagement into the heart of their work. We are passionate about the role of high-quality engagement to transform all those involved; university staff and students, partners, and public participants.

The NCCPE are funded by UK Research and Innovation, Wellcome, Higher Education Funding Council for Wales, Scottish Funding Council and DELNI. In addition to our core work, we manage or contribute to externally funded projects e.g., National Civic Impact Accelerator; and we sell a range of services to the higher education sector e.g., Engage Watermark; Engage Academy; and a suite of modular training.

The NCCPE are a core team based in Bristol, supported by a team of associates who bring their expertise and experience to bear to support our mission. We are currently looking to extend our team of associates. We are interested in hearing from people who are captivated by our mission and have relevant skills and experience to bring to bear.

## Associate recruitment

Associate roles currently support a number of offerings within NCCPE services: training provision; consultancy and Engage Watermark. We are also recruiting for a small number of associate researchers.

Our training associates may be asked to work with the NCCPE to:

* Develop new training courses.
* Refresh existing courses.
* Pilot, deliver and review training course for clients.
* Offer mentoring support to individuals or groups who have attended training.

We are currently looking for 10-12 high-quality training associates to work with over the next 3 years to help us to deliver and extend our current offering. As well as skills in providing general public engagement training, we are explicitly seeking trainers who work in the community sector but have experience of working with Universities around their community engagement and/or their civic agendas; those with experience of developing and delivering training in diversity and inclusion; and those who have other types of specialist knowledge e.g. engagement and impact elements of the Research Excellence or Knowledge Exchange Framework etc.

We will recruit to a preferred supplier list. We will then offer opportunities for associates to work with us, based on their experience and skills. We recognise that associates may not be able to take up every opportunity offered to them. Opportunities will be offered with as long a lead time as possible.

This brief covers our recruitment of Training associates only. The recruitment briefs for our Strategic Consultancy associates, and for our Associate Researchers and Associate Data Analysts can be found here:

* <https://www.contractsfinder.service.gov.uk/Notice/8a491146-51c3-4877-ac63-f32fa3d69adb>
* <https://www.contractsfinder.service.gov.uk/Notice/097ecd1b-89a4-4222-b434-26fdba13ab82>

You are invited to apply for more than one recruitment process if you feel you have the appropriate skills and experience and meet the criteria.

Training provision

The NCCPE provide training and professional development for researchers and public engagement professionals in two ways:

**1. Training courses:** We provide universities with courses for researchers and public engagement professionals at different career stages and on a variety of topics including ‘Evaluation’ and ‘Working in Partnership’. Courses are normally run online, although we also offer in-person training when requested. Online training courses are supported by the NCCPE technical team and usually run by an individual training associate.

**2. Professional development events**:

We run day courses for researchers and public engagement professionals from across the UK, usually online. We work with individual training associates to contribute specific training modules to the programme.

We have been reviewing our training offer and now have a clear forward plan that we intend to implement and are keen to ensure we can harness the right skills and expertise to help us do so. More detail of our current training modules can be found here [Training | NCCPE (publicengagement.ac.uk).](https://www.publicengagement.ac.uk/nccpe-projects-and-services/professional-development/training)

Who are we looking for?

You will:

* have expertise and experience in delivering high quality online and in-person training in public and community engagement for researchers and/or other professionals in Higher Education institutions or other relevant organisations.
* have experience of designing training courses and would like to work with others to develop effective approaches to training and development.
* have knowledge of, and be able to deploy, a wide range of training and facilitation tools and techniques (including digital tools).
* be skilled in the use of a range of online platforms to deliver training (e.g., Zoom) or open to learning.
* be an astute listener with excellent communication skills and the ability to establish rapport with training participants quickly.
* have the personal resilience and confidence in group settings to manage challenge in a constructive way to ensure a positive outcome for all participants.
* be able to bring creative problem-solving skills to bear and ‘think on your feet’ if a training situation requires it.
* be willing to share good practice with colleagues.

Inclusion

We recognise that applicants from a wide variety of backgrounds, organisations and sectors can bring rich experiences, expertise and skills that would be of great benefit to our work. We welcome applicants with a diversity of needs and backgrounds, and we are committed to creating an inclusive workplace and to promoting diversity and inclusion across all our activities. Our commitment is public, and you read more about it here [NCCPE Statement of Inclusion | NCCPE (publicengagement.ac.uk)](https://www.publicengagement.ac.uk/nccpe-statement-inclusion)

Eligibility criteria

You are eligible to apply if you meet the criteria set out in the person specification in the ‘Who we are looking for’ section above and you:

* are based in the UK and/ or are able to participate in any in-person work opportunities offered. In-person training opportunities will not be offered to anyone who is not UK based.
* have the right to work in the UK [See Note 1]
* are self –employed or can undertake externally funded work through your current employer [See Note 2]
* hold or are prepared to take out Professional Indemnity insurance of at least £5 million
* hold or are prepared to take out Public Liability insurance of £1m.

**Note 1**

We are unable to provide sponsorship for individuals to undertake these contracts under the Home Office Skilled Worker visa route. As we are unable to sponsor anyone requiring a visa for these contracts, applicants must be able to provide evidence of their own right to work in the UK. Should your application be successful, you will be asked to provide your right to work documents. Please refer to the [Home Office Right to Work Checklist](https://www.gov.uk/government/publications/right-to-work-checklist) which provides details of which documents are acceptable.

Please note that UWE (University of the West of England) does not cover any visa or health surcharge costs.

**Note 2**

Associates who apply to work as an associate whilst remaining employed by a university will need to ensure that their organisation has appropriate insurances in place, and appropriate approval has been sought by their manager. You will be asked to indicate you have these on the application form.

**When and How to Apply**

We invite potential applicants to apply using a webform which can be accessed here [Application form: Training Associates | NCCPE (publicengagement.ac.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-training-associates&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921784822%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=puVhAy44uzsuivWgdbvkq30wSVzeSg50M4Yfx7dsxWw%3D&reserved=0).

You can preview the questions using the word document [https://www.publicengagement.ac.uk/sites/default/files/publication/application\_form\_word\_-\_training\_associates\_-final\_draft\_261023\_-\_copy\_0.docx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fsites%2Fdefault%2Ffiles%2Fpublication%2Fapplication_form_word_-_training_associates_-final_draft_261023_-_copy_0.docx&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C88990bacc2ac4391c3b408dbda0347ab%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638343479833484879%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5xyHKHjz4PNYmf2wj29XJ6lZTH9bcHbML19oPDBNtXc%3D&reserved=0)

If you have questions about the application process, please post your query onto our dedicated Padlet board which you can find here [NCCPE Training Associates (padlet.com)](https://padlet.com/nccpeenquiries1/nccpe-training-associates-y96c91oxqtqdupc5) . Your question can be posted anonymously but will be answered in a way which is transparent for other applicants.

If you are unsure about whether your experience is transferable to this role, please book a chat with us by contacting Katherine Hathaway at [[**nccpe.enquiries@uwe.ac.uk**](mailto:nccpe.directors@uwe.ac.uk)](mailto:nccpe.directors@uwe.ac.uk)

All applicants will receive an acknowledgement of your application.

Initial applications will be open from **30th October 2023** and will close on **17th November 2023**.

Shortlisted applicants may be invited to a short online interview on **7th December 2023**.

We will let you know the outcome before **20th December 2023**.

NCCPE is always looking for talented people to join our associate group. If you wish to apply outside the initial recruitment process, please complete and submit the required webform. Applications received will be reviewed on a quarterly basis in February, May, and September. Please note, depending on when you apply, you may be waiting for some time before you hear the outcome.

**For how NCCPE will pay you for your time and expenses and for contracting information, please read Annex A before applying.**

## Application Form

## You can access the application form for a role as an NCCPE Training associate here.

[Application form: Training Associates | NCCPE (publicengagement.ac.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-training-associates&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921784822%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=puVhAy44uzsuivWgdbvkq30wSVzeSg50M4Yfx7dsxWw%3D&reserved=0)

ANNEX A

Payment for time and expenses

Payment will be via invoice and for the following:

* **Training time**: NCCPE will agree a day rate with you and training will be paid at this rate or pro rata for shorter courses.
* **Preparation time:** NCCPE will agree an hourly rate with you for preparation time and pay you for actual time spent up to 4 hours preparation for a half day training and 6 hours preparation for a full training course. This is based on preparing content, materials and making minor changes to existing courses.
* **Training Development:** where new material is being developed, NCCPE will pay for actual time spent up to 3 times the length of the training course.
* **Travel time:** where travel is involved in in-person training on a client’s site, your day rate is assumed to include 2 hours travel each way. If travel time exceeds this, actual additional time is chargeable.
* **Travel:** Where possible this should be booked in advance through NCCPE to minimise costs. Rail travel must be booked at standard class. Where associates are using their own vehicles, they must be fully taxed and insured for business purposes. Mileage will be paid for car travel at 45 pence per mile, 24 pence per mile for motorcycle and 20 pence per mile for bicycle for the first 10,000 miles of the tax year.
* **Accommodation:** training will only rarely involve overnight accommodation and where possible, accommodation should be booked in advance by the NCCPE team. Where this is not possible, a maximum rate of £125 per night is payable for accommodation and, subject to distance, claims can be made for one night prior to an event and one night after.
* **Meals and subsistence:** there is a maximum limit of £50 per day to cover breakfast, lunch, and dinner (including drinks). Where you are only claiming for single meals, the allowances are Breakfast £10, Lunch £15, and Dinner £30.
* Receipts; all invoices where expenses are claimed must be accompanied by scanned-in receipts.
* NCCPE will not cover travel insurance, child or pet care costs, mobile phone, or other discretionary costs whilst on NCCPE business. Any other extraordinary costs are payable at the discretion of NCCPE Management.

**Contracting process**

As NCCPE is not a legal entity, you will be contracted through one of our host Universities; the University of the West of England (UWE). The contract will be offered in line with UWE’s standard terms and conditions.