

JOB DESCRIPTION

Job Title	Learning, Workforce Development & Equality Manager
Grade	Pay scale NJC 29-32 (£35,411 - £38,296) pay award pending
Contract	Permanent, full time 37 hours per week
Responsible to	Deputy CEO
Location	Flexible & remote working Office base currently in St Helens, Merseyside
Job Summary	<ul style="list-style-type: none"> • Develop, manage and deliver Youth Focus NW's (YFNW) external learning and development offer • Develop, manage and deliver YFNW's internal workforce development strategy. • Ensure that Equality, Equity, Diversity, Inclusion and Belonging (EEDIB) is integrated across all our programmes, recruitment and performance management structures.
Subject to	Receipt of satisfactory references and enhanced DBS check

Main Duties

Learning & Development:

- Develop and evaluate the induction process for new staff, coordinating a diverse programme of EEDIB CPD opportunities and ensuring EEDIB is integrated across the whole staff lifecycle from induction to exit.
- Lead on an annual programme of learning and development opportunities for staff, ensuring EEDIB is integrated throughout.
- Lead the development and delivery of YFNW's external learning and CPD offer, ensuring it meets set aims and income targets.
- Build new markets for training and consultancy, developing and maintaining networks across the children and young people's sector to secure training bookings and increase our profile.

- To explore and develop YFNWs role in the coordination and provision of professional supervision for the Youth Work sector.
- To explore and develop YFNW's role in the coordination of apprenticeship schemes, internally and externally.

Management & Delivery:

- Design and deliver learning packages to meet the needs of specific audiences
- Lead on the project management of NYA Bursary Youth Work Training Scheme
- Manage the Learning & Development budget
- Lead on YFNW becoming a registered training centre and maintain once awarded
- Lead and coordinate peer to peer assessment processes across the region.

Relationships & Communications:

- Lead on YFNW's Community of Practice networks and associated events.
- Lead on YFNW relationships with HEIs and support HEI placements in the community.
- Demonstrate a commitment to equality, diversity and inclusion in all aspects of your work
- Respond to learning and development queries as the first point of contact.

This is not an exhaustive list of duties. In consultation with the post-holder, the duties may change from time to time to reflect the changing needs of the organisation.

Person Specification: Learning, Workforce Development & Equality Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A relevant graduate level or higher professional qualification: Youth and Community Work, CIPD, Social Work or teaching with appropriate professional registration 	<ul style="list-style-type: none"> • Qualification or experience relating to Youth Work • Teaching/training qualification • CIPD qualification
Experience	<ul style="list-style-type: none"> • Developing, growing and managing training programmes • Developing and delivering learning opportunities online and in person • Competency in public speaking and presenting work to a variety of audiences 	<ul style="list-style-type: none"> • Experience of coordinating and managing trainers and other staff
Knowledge & Understanding	<ul style="list-style-type: none"> • Excellent business acumen and experience in generating income through learning and development • Knowledge and understanding of issues facing young people and the Youth Sector • An understanding of, and commitment to safeguarding, data protection and confidentiality 	<ul style="list-style-type: none"> • Knowledge of government policy structures and initiatives relating to young people • Experience of leading on quality standards and quality assurance.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively and relate to a range of stakeholders and external partners • Excellent communication and writing skills, including the ability to write effective promotional materials and training resources • Excellent project management and organisational skills, including the ability to manage budgets • Ability to manage time effectively working to deadlines with minimum supervision. 	<ul style="list-style-type: none"> • Analytical skills • Developing and delivering accredited learning programmes

	<ul style="list-style-type: none"> ● Ability to adapt to changing circumstances ● Ability to use Microsoft office, G suite, digital tools and functions ● Ability to work accurately with good attention to detail ● Ability to represent the organisation across a range of partners and funders ● Ability to monitor, evaluate and contribute to a robust impact strategy. ● Ensure that a commitment to and practice centered on Equality, Equity, Diversity, Inclusion and Belonging (EEDIB) is reflected in all aspects of work. 	
<p>Other</p>	<ul style="list-style-type: none"> ● Willingness to work flexibly including evenings and weekends to meet organisational priorities. ● Willing and able to travel to meet the requirements of the regional post ● Willing to operate within YFNW policies and procedures ● Willing to contribute to YFNW’s Impact and Evaluation framework and organisational culture 	