

Role Description

Role Title	Quality & Training Manager
Location	Based at the MyBnk offices, London WC1H, with frequent travel within the M25 and occasional travel around the UK
Salary	£33,000 plus benefits package and training budget
Commitment	Full time
Closing Date	tbc

Duties and responsibilities

You will be responsible for training, managing and quality assuring a significant proportion of MyBnk's education trainers.

You help ensure that all aspects of programme delivery work effectively and achieve excellent outcomes for young people. This exciting post is core to MyBnk as it expands its unique finance and enterprise education programmes across the UK.

You will be responsible for:

- Ensuring the quality of MyBnk programme delivery through observing trainers, monitoring evaluation data and setting personal development points.
- Training new MyBnk trainers; this includes in-house staff, freelance trainers and the staff of our partner network throughout the UK.
- On-going support of all MyBnk trainers and responsibility for their continuous development, including organising and delivering of training for our trainers.
- Involvement in the recruitment and management of trainers, in particular freelance staff.
- Delivering MyBnk learning programmes to a diverse range of young people aged 7-25 years within schools, colleges and youth groups across London.
- Supporting MyBnk's delivery of national and international consultancy projects.
- Occasional networking within the education, civil society and corporate sectors by attending meetings, giving presentations and helping to maintain a presence within relevant networks.
- Keeping abreast of developments in the Education and Youth Work sectors to keep MyBnk's programmes forward thinking and relevant.

Person Specification

We are looking for an energetic and organised individual with a genuine interest in social change, education and the empowerment of young people.

You must:

- Be educated to degree level, be a qualified teacher, or have an equivalent level of professional experience

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- Have excellent interpersonal skills and ability to manage staff effectively. Have the ability to engage and inspire our team of trainers.
- Have experience in staff training and providing continuous professional development.
- Have a minimum of two years' experience designing and delivering participatory, engaging and effective accredited education programmes to young people.
- Have experience in working with a wide variety of young people aged 7 – 25.
- Have a good understanding of the UK education landscape and national curricula, in particular in the areas of finance and enterprise education.
- Be highly organised and the ability to work well independently
- Background in and knowledge of maths, finance, economics and/or entrepreneurship is desirable.
- Possess strong IT skills. Familiarity with databases and / or Salesforce is desirable.
- Be passionate about our aims and objectives and committed to working within a small and growing team that goes the extra mile.
- Have a fluent command of English.
- Have the right to live and work in the UK.

Application Process

Please send a CV and a covering letter which includes responses to our application questions below to jobs@mybnk.org. Please include details of any restrictions on your availability for interview.

Application questions:

- What are the qualities of an excellent educator, and how would you identify this in a recruitment process?
- What do you think are the most important ways to ensure every member of your team is delivering education programmes to the highest standard?

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About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 11-25 year olds in schools and youth organisations.

We have helped over 160,000 young people manage their money and start their own business with 760 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

If you have any questions about this role please contact Steve on 078 555 44705 or email steve@mybnk.org.