



Candidate Pack



Programme Trainer

Reports to: Northern Ireland Manager

Location: Northern Ireland Hub or home based though significant travel is to be expected.

Duration: Permanent, Full Time

Salary: £27,500

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A personal message from our Chief Executive Officer.
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An introduction to our organisation, its mission, and values.
- 3. Our Programme**
A quick guide of our suite of programmes.
- 4. Impact and Delivery**
A overview of our impact during 2022/23.
- 5-6. Your Team**
A view of the team your role will sit within.
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Our commitment to fostering and inclusive workplace.
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Understand the broader objectives and significance of your position.
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Letter from our CEO

Dear Candidate,

Thank you so much for your interest in MyBnk.

MyBnk is a UK wide charity that delivers expert-led financial education programmes to 5–25-year-olds. Our mission is to empower young people to take charge of their future by bringing money to life through innovative, high impact and energetic programmes. We deliver to anyone but maintain a focus on those in need.

This means we try and target:

- School children with low financial capability – who need help most.
- Young adults in the greatest need – those who cannot afford mistakes.

Our research shows that the best time to make a difference is:

- With the very young and when habits are set.
- Aged 11-16 when you are increasingly engaging with money and preparing for the
- future. All young adults entering independence who are making choices, now.

We have three Directorates that support the organisation:

- Programme and Delivery Directorate
- Fundraising and Communications Directorate
- Finance and Resources Directorate

You will be joining a great team of people who are motivated to help level the playing field for young people. We encourage people of all backgrounds to apply for roles at MyBnk, and have a staff led Equality, Diversity and Inclusion committee which you will be most welcome to join.

MyBnk is a growing organisation; in every sense of the word and the future for us is set to be very exciting and promising – we need your help to shape it.

If there are any adaptations that need to be made to ensure the interview process is accessible for you, then please let us know.

Good luck with your application and I look forward to meeting you!

Leon Ward.





Who are MyBnk?



Watch the video to find out more about who we are



Our Vision:

A financially capable generation.

Our Mission:

To empower young people to take charge of their future by bringing money to life.

Our Programmes

School aged children and young people

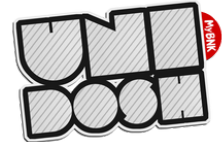
Primary



Secondary



16- 18 year olds



Our expert-led school age programmes aim to build financial capability at key transitional moments, addressing mindsets, attitudes and behaviours to help young people form an understanding of the wider world of money.

Young adults



Our expert-led programmes aim to give young adults in vulnerable circumstances 'survival' money skills and knowledge that they can implement immediately in their transition into independent living

Impact & delivery



Impact Report 2022/23

37,025

young people supported through our financial education programmes in 2022/23

Our work across the UK

MyBnk continue to expand nationally reaching young people in all our UK nations.



1891

programmes delivered - more than 7 per day



37%

hours in schools



63%

hours with 16-25 year olds



9098

delivery hours



Over 120
local councils worked with



2099
money management accreditations

The Northern Ireland Team

**Northern Ireland
Manager**

Programme Trainer

Programme Trainer



Equality, Diversity & Inclusion

MyBnk is dedicated to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential. We know there is further to go.

In 2020, MyBnk established an Anti-Racism Committee, which worked with the wider MyBnk team to present companywide actions and recommendations to ensure that we are listening, learning and constantly evolving to root out and tackle racism in all its forms. In 2022, we created a staff-led Equality, Diversity and Inclusivity committee to continue and build on this work.

We know that having an inclusive environment with diverse perspectives is essential in robust decision making, so we're inclusive in how we engage our staff, supporters, volunteers and young people when making decisions.

We want to ensure that our staff represent the young people they support so they can provide meaningful, authentic education opportunities. We therefore encourage applications from all backgrounds, particularly those with lived experience of disadvantage.

Our Values:

1. **Respectful:** I am respectful and acknowledge that the needs of others may be different to my own.
2. **Committed:** I stretch and challenge myself in the boundaries of my role and am committed to supporting the team.
3. **Brave:** I am brave, speaking up and cultivating self-awareness at work.
4. **Accountable:** I am accountable for my actions and strive to understand the impact of my work on others.
5. **Empathic:** I show empathy to my colleagues and cultivate kindness at work.



Overall purpose of the role:

To deliver a range of dynamic and engaging financial education programmes to young people, young adults, and professionals in a variety of settings; some of which belong to MyBnk but others where you will be a visitor.

Part of our Programmes and Delivery Directorate all our Programme Trainers love working with our programme participants. They are the front line of our work, representing MyBnk's exceptional programme quality in a range of settings. This is an outward facing role and will require significant travel to our delivery locations across the area to deliver face to face (and occasional virtual sessions) to varying groups of learners.

We are really proud of the quality of trainers we hire at MyBnk; we have a good mix of people including former primary and secondary teachers and youth workers. You will be joining an excellent team who know their stuff so there will be ample opportunity for you to learn and for you to feedback on where our programmes might improve. You do not need to be an already existing expert on financial education; we will teach you everything you need to know.

We want the very best people to join us who are excited by all the opportunities that a growing charity can offer you and who are willing to share their expertise with us to help MyBnk reach even more young people and adults through our suite of programmes.



Key responsibilities:

Programme Delivery

- Deliver MyBnk's suite of programmes in a variety of settings to support the delivery of our business plan and the Programmes and Delivery Directorates Delivery Plan.
- Deliver to the MyBnk education and accreditation framework ensuring young people have an excellent shot at achieving the programme accreditation.
- Adapting your delivery to meet the needs and learning requirements of diverse learners – often thinking on your feet and flexing to what is happening in the room.
- Completion of all MyBnk processes that surround our delivery work.
- Investing your time into your own development by learning from your colleagues and finessing your delivery craft.

Programme Development

- Using your insight and experience to help support changes to our current programmes in a structured and thoughtful way.
- Support MyBnk in engaging with young people to help develop our programmes as we move the organisation into a co-creation mindset.
- Take the ownership of programme adaption and development considering the differing needs of delivery across the country and allowing diversity of thought to thrive.
- Support MyBnk in innovating into new programme areas that help deliver our mission.

External relations

- Build relationships with delivery partners across your patch.
- Proactively identify new opportunities where we can deliver our programmes or grow our work in a different way.
- Be the best ambassador for our work to all external stakeholders including young people, delivery partners, politicians, funders, the press, the wider education community, local authorities and so on.

Working across MyBnk

- Work with colleagues across the country as we continue to develop and grow the organisation.
- Contribute to areas of the organisation that are 'outside' your immediate focus acting as trusted counsel to those in roles or teams that are different to yours.
- Embed yourself into the organisation – recognising that our strategy and business plan are yours to deliver and that our culture is shaped with you and by you.
- Comply with all MyBnk management processes – helping us to help you do the best job you can.
- You will need a fluent command of English and the right to work in the UK.

As with all roles at MyBnk this job description outlines the key responsibilities, requirements, and attitudes of the role. It is not an exhaustive list of tasks that need to be completed and MyBnk reserves the right to amend the job description as both the role and the organisation evolve.

Naturally, the nature of our work means there will occasionally be a need to work outside of our core hours for which TOIL will be provided.



Person specification

You do not need to be an expert in financial education. We will provide all the training you need. You may also have the opportunity to undertake formal accredited training.

You will need to show:

Experience

- Demonstrable experience of delivering education, training and/or other outreach work.
- Demonstrable experience of working with young people and/or adults including at risk or vulnerable adults.
- Demonstrate a high level of understanding of the contexts that diverse young people are navigating.
- Demonstrate experience of contributing to curriculum development, design, evaluation, or deployment (just one of these is fine!).
- Demonstrable experience of your own commitment to learning and development.

Skills and abilities

- A confident and engaging delivery style.
- Ability to adapt your delivery style to a range of contexts.
- A skilled networker who has an eye for opportunities – spotting areas of potential growth for MyBnk
- Able to work independently and autonomously within the boundaries set by MyBnk and your manager.



Person specification

Knowledge

- An unwavering commitment to equality and diversity weaved into all your work.
- Awareness and, ideally, an understanding of how social and situational factors impact the people we serve.
- A keen interest in the welfare of young people.
- An understanding of the UK formal and/or informal educational landscape.
- An understanding of the local area in which you live and work.
- An understanding of learning pedagogy.
- An understanding of the importance of monitoring and evaluation of programmes.



This post requires you to have a driving licence and personal transport to enable travel to deliver locations across Northern Ireland (mileage included).

This post is subject to satisfactory references, one of which must be from your current or most recent employer, and DBS checks.



Benefits



-  25 days per year annual leave, pro rata full time equivalent (plus bank holidays and Christmas break closure).
-  Flexible working policy.
-  Income protection insurance.
-  Death in service insurance.
-  Cash Health plan.
-  Annual training allowance.
-  Enhanced maternity, paternity and adoption leave and pay.
-  Pension scheme.
-  Season ticket loans.
-  Cycle to work scheme.
-  Mental Health support, access to counsellors and in-house mental health first aiders.



How to apply



Information Session

Angela Hillan is the hiring managers for this role and will be holding an information session on **8th July 2024 at 10:30am** for all those who are interested in applying. Click on the 'Webinar' image on the right for more details.

Important dates:

The closing date for this role is: **24th July 2024 at 5pm**

First stage interviews will be held in person in Belfast on: **8th August 2024**

Second Interviews (if applicable) will be held week commencing: **19th August 2024**

To apply for this role please submit:

1. Click [here](#) to access our vacancies site
2. Enter your details and submit a CV and supporting statement that outlines how you meet the criteria for the role and your interest in MyBnk.

If you require any adjustments throughout the recruitment process, please contact MyBnk HR at jobs@mybnk.org

If you have any other questions about the application process, please contact MyBnk HR at jobs@mybnk.org





Address: 3 Bath Place, London, EC2A 3DR Phone number: 020 3581 9920 Email: info@mybnk.org Web: mybnk.org MyBnk is a company limited by guarantee (No. 6215005) and a registered charity (No. 1123791) - SC050175 in Scotland