



# Candidate Pack



## Programme Trainer - South West (Bristol)

**Reports to:** Area Manager, South and Wales

**Location:** Home based primarily. Contracted to our South Hub with significant in-area travel expected to deliver programmes (costs covered by MyBnk).

**Duration:** Permanent, Full Time.

**Salary:** £27,500

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# Letter from our CEO

Dear Candidate,

Thank you so much for your interest in MyBnk.

MyBnk is a financial education charity dedicated to creating a financially fluent population. We believe that financial literacy should be considered a right for all because the language of money is the language of life.

Everyone needs to be able to manage their money. Yet almost two-thirds of young adults do not recall receiving a financial education at all, and 53 per cent are worried that they will never be financially secure. Poor financial literacy is central to many problems people face today, including rising mental health issues, homelessness and unemployment.

MyBnk aims to bridge this gap, working with over 40,000 young people and adults across the UK every year, delivering expert-led, high-impact financial education programmes on topics such as saving, debt and student finance. We want to bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they started.

## **We have four Directorates that support the organisation:**

- Programme and Delivery Directorate
- Fundraising and Communications Directorate
- Finance and Operations Directorate
- People & Culture Directorate

You will be joining a great team of people who are motivated to help level the playing field for young people and adults. 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?

We are a dynamic team dedicated to empowering people with the skills, knowledge, and confidence to take control of their financial futures and thrive. Through engaging and impactful financial education programmes, we equip individuals with essential money management skills - from budgeting and saving to investing.

At MyBnk, our strength lies in our people. Across the UK, from all four nations, our team is united by a shared passion for financial inclusion. Whether you're based in England, Scotland, Wales, or Northern Ireland, you'll be part of a creative, forward-thinking group that values innovation, inclusivity, and collaboration.

If you want to join a team where you can make a meaningful difference, while growing personally and professionally, MyBnk could be the perfect place for you.

### **Our Vision:**

A financially fluent population.

### **Our Mission:**

We bring the language of finance to life so that everyone can navigate their money with confidence, no matter where they start.



# 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 adults in vulnerable circumstances 'survival' money skills and knowledge that they can implement immediately in their transition into independent living

# Impact & Delivery

52,960

young people supported through our financial education programmes in 2023/24 (43% increase from 2022/23).



12,295  
delivery hours



519  
organisations  
partnered with



2,512  
money management  
accreditations

## Our work across the UK

MyBnk continues to expand nationally, reaching people in all four UK nations.

Learn more about our work and our impact in our 2023-24 Impact Report:

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# 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. Young at heart, serious in intent.**
- 2. Stories are the best means of education.**
- 3. We live in the real world.**



## 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.





# 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 Directorate's 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 adaptation 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. Initial focus on our courses catering to vulnerable young adults.
- 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.
- Support the work surrounding our Board of Trustees.
- To build highly productive relationships with influential people, both internal and external, and negotiated effectively to achieve positive outcomes that support fundraising activities.

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

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 those with lived experience of disadvantage. MyBnk will not discriminate, ensuring that each candidate is assessed only in accordance with ability to perform the role.

You do not need to be an expert in financial education. We will provide all the training you need. There are also opportunities to undertake formal accredited training.

You will need to show:

## Experience

- Demonstrate experience of delivering education, training and/or other outreach work.
- Demonstrate 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!).
- Demonstrate experience of your own commitment to learning and development.

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# Person specification

## 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.
- A good relationship builder and maintainer, to both create and foster relationships with delivery partners/host organisations.
- Able to work independently and autonomously within the boundaries set by MyBnk and your manager.

## 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 education 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.





# 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:

There will be an online information session about the role with the hiring manager, Laura Ellis, on **Tuesday 18th February at 4.30pm.**

[Click here to sign up.](#)

You are welcome to join the call anonymously, please just check your settings beforehand. If you cannot make the live webinar, please still register as the recording will be sent to you.

## Important dates:

The closing date for this role is **Friday 28th February at 23:59.**

First round interviews (online) will be on **Thursday 6th and Friday 7th March.**

Second round interviews (in person) will be on **Friday 14th March.**

## To apply for this role please:

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 have further questions about this role, please contact Laura Ellis, Area Manager – South & Wales ([laura.ellis@mybnk.org](mailto:laura.ellis@mybnk.org)). If you require any adjustments throughout the recruitment process, please contact MyBnk HR at [jobs@mybnk.org](mailto:jobs@mybnk.org)

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





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