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**YMCA DERBYSHIRE JOB DESCRIPTION**

Be part of something great!

**JOIN US**

**Role Title:** Training and Education Manager

**Responsible To:** Head of Training and Education

**Responsible For:** Ilkeston Training and Education hub

**Salary:** £24612.94pa

**Hours:** 35

**Location:** Ilkeston

**ROLE PURPOSE**

As part of the Training and Education team your role is to assist in developing and engaging young people to help them to be aspirational about their future careers, to ensure we are providing a high quality, non-judgemental, empowering, holistic education service by delivering an effective and efficient training provision and promoting a safe and caring environment.

**ROLE RESPONSIBILITIES**

You will be responsible for the day-to-day management of Training and Education's Key College centre in Ilkeston. You will co-ordinate training programmes, implement and monitor strategies to continually improve recruitment, retention and achievement of learners and promote new ways of teaching and learning, stimulate innovation and encourage the input of others.

Measures of Success

- Continuous support, guidance and development
- Assessing strengths and developing weaknesses
- Setting SMART targets and objectives
- Open communication
- Clear framework structure
- Personal perspective
- People feedback
- Setting goals



## **DUTIES**

### **To provide line management and support to Training and Education staff. This will include:-**

- Managing and directing the work of Training and Education staff to include setting clear objectives, managing performance through regular supervision meetings and annual appraisals.
- Facilitating regular team meetings to allow for communication with whole team; dissemination of information; exchange of ideas/views and training/development of team.
- Establishing, monitoring and reviewing performance targets with the programme team on a regular basis through staff meetings and 1:1s.

### **To be responsible for the day to day management of Training and Education's Key College centres. This will include:-**

- Managing staff rotas, holiday requests and sickness absences.
- Providing floating support for other centres in the absence of key staff.
- Ensuring the provision of resources available is appropriate to the number of learners.
- Managing centre administration functions for health and safety, fire safety and safeguarding.
- Daily management of budgets and petty cash transactions.
- Developing and maintaining good working relationships with existing customers and new customers across all sites.
- Ensuring health and safety is adhered to in all areas and any issues are raised with the health and safety manager and/or landlords.
- Deputising for other Training and Education managers as required to meet business needs.
- Liaising with Training and Education management colleagues to ensure that two members of the management team are available at all time.
- To carry out a quality management function through IQA, observations of teaching and learning and preparation for inspection under the EIF.
- Make an active contribution to the safeguarding team.

### **To co-ordinate training programmes across all locations; implement and monitor strategies to continually improve recruitment, retention and achievement of learners and to promote new ways of teaching and learning, stimulate innovation and encourage the input of others. This will include:-**

- Working with colleagues to co-ordinate and manage all training centres.
- Ensuring the needs of learners are assessed and Individual Learning Plans (ILPs) are created to enable them to achieve to the best of their ability.
- Ensuring the needs of all learners on YMCA training programmes in the Ilkeston and connected outreach centres are fully met and providing one-to-one support sessions where relevant to meet learners' needs.
- Delivering accredited short training programmes as and when required
- Ensuring staff lessons are planned appropriately.
- Developing innovative training resources that will support and engage learners who may have been disaffected from learning for some time.
- Completing relevant monitoring, reviewing and assessing of learners on the programme in a timely fashion, to ensure awarding organisation standards are achieved and liaise with all relevant personnel on progress.
- Encouraging learners to move on to positive outcomes and tracking progress upon leaving the YMCA.
- Providing relevant teaching as part of responsibility.
- Carry out Internal Quality Assurance.

### **Investigate, promote and develop new training and education opportunities for learners in the local areas. This will include:-**



- Attending all Training and Education meetings as relevant.
- Promoting YMCA Derbyshire and its training/education opportunities through a variety of mediums.
- Liaising with referral and other partners across the city and county and to attend any relevant meetings.
- Working with local employers and providers to develop work placement opportunities for Learners.
- Completing risk assessments, in line with funders' guidance, on all work placements prior to their commencement.

**To produce audited information and monitoring data for funders and stakeholders. This will include:-**

- Liaising with the Head of Training and Education regarding budgets and funding Allocations.
- Providing relevant monitoring and evaluation data to the Head of Training and Education on a monthly basis.
- Supporting the data function using the funding bodies' reporting and monitoring system.
- Liaising with the Head of Training and Education to ensure all programmes and centres operate to the required standards and carry out audits of teaching and learning processes.
- Ensuring that all relevant audit and awarding organisation recommendations are actioned and internal verification carried out.
- Maintaining all paperwork to a high standard, in accordance with funding and regulatory guidelines and YMCA quality assurance guidelines.

**The post holder may be required to undertake other duties as reasonably required, commensurate with the level of position and to meet the needs of the organisation.**

## REQUIREMENTS

### Role-specific skills:

- Proactive and self-motivated with a can-do attitude.
- Confident and capable communicators with the ability to inspire, engage, enhance learning and provoke thoughtful reflection.
- Understands and uses a range of methods for achieving positive results with people and knows when to challenge and when to support.
- Able to build strong relationships with professionals in other organisations.
- Strong team player who can support and challenge and guide colleagues when appropriate.
- Excellent planning and organisation skills, with the ability to manage several competing tasks at the same time.
- Excited by developing and implementing savvy new ideas to improve the service.
- Able to use digital technology at work.
- Experience of multi-agency working.
- Ability to prepare and present written reports.
- Demonstrated ability and experience of quality assessment.

### Experience:

- Proven ability to work, engage and relate well with young people.
- Proven ability to demonstrate skills and experience in providing support and supervision to staff.
- Experience of working in a proactive and nurturing environment which supports others.

### Technical requirements:



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- Appropriate qualification (e.g., TAQA, Cert Ed) or equivalent experience in a relevant sector.
  - Hold a full driving licence, business insurance and have use of a car.
  - Knowledge and understanding of post 16 education.

## **SAFEGUARDING**

At YMCA Derbyshire we aim to transform the lives of the people we work with for the better. We are looking for brilliant people who will ensure that safeguarding the people we work with is a priority.

## **TERMS AND CONDITIONS**

### **Salary**

£24612.94pa

### **Hours of work**

35 hours per week

### **Leave entitlement**

37 days per year including Bank Holidays

### **Pension entitlement**

Auto enrolment to Peoples Pension

### **Conditions of appointment**

The appointment is subject to YMCA Derbyshire receiving two satisfactory references, an Enhanced DBS (Disclosure and Barring Service) check and a six-month probationary period.

## **ANY ADDITIONAL INFORMATION**

Training may be delivered from any of our Key College centres across Derby City and Derbyshire. When travelling between sites the use of own vehicle will be required.

The ability to engage with the client group is essential as is the willingness to work towards qualifications if you do not already hold them.

An Enhanced DBS check is required for this post

Employees of YMCA Derbyshire will be required to work within the remit of all organisational policies and procedures and any relevant legislation.

**Vision**



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**Our vision is enabling young people and communities to thrive:**

- So, they can fulfil their dreams;
- have a safe space to learn and grow;
- feel equipped to belong, contribute and prosper; and
- feel supported to be active in body, mind and spirit.

**Together we create places where people flourish.**

**Mission**

To develop the whole person, body, mind and spirit.

**Values**

From 1 Corinthians 13:4-7  
Protect | Trust | Hope | Persevere

