

# BECOME.

THE CHARITY FOR CHILDREN IN CARE  
AND YOUNG CARE LEAVERS

## Training & Development Manager

An exciting opportunity has arisen for an enthusiastic and innovative manager, with experience of designing and delivering training that make a real impact. At Become we provide training and consultancy to organisations that work directly with children in care and young care leavers and are now looking to recruit highly motivated Manager to oversee and deliver this important provision.

The Training & Development Manager is a new post which will lead on the delivery of new and innovative pieces of work, including the development and delivery of Become's training and consultancy strategy, the design and delivery of digital training packages with a view to generating income through this work.

You will be responsible for growing Become's offer, ensuring the effective implementation, monitoring and evaluation of training and consultancy services. You will build and maintain networks across the children and young people's sector and statutory partners to secure training bookings and increase Become's reach. Working closely with care experienced young people in the development of training will be important to the success of this work.

You will have significant experience of project management, training delivery and development, working in the children and young people's sector (ideally the care sector). You will have extensive experience of partnership working with a range of stakeholders, and of generating income through training and consultancy services. Experience of delivering 'train the trainer' programmes is highly desirable.

At Become we value and celebrate people's diversity and believe this strengthens our team. We strongly encourage applications from those with experience of care and those from BAME communities who are currently underrepresented in our organisation. Become's offices are wheelchair accessible.

If you are interested in the role and would like to have an informal chat about it before applying, please feel free to contact Lee Mauve Patron, Director of Services by email: [leemaue.patron@becomecharity.org.uk](mailto:leemaue.patron@becomecharity.org.uk)

To apply, please provide a CV (in Word or PDF format) alongside no more than two A4 pages detailing your suitability for the role – specifically addressing and providing relevant examples to demonstrate you meet the skills and experience required.

Longlisted candidates will be asked to create and submit a short video of themselves to inform our final shortlisting for interview.

Please tell us if there are any reasonable adjustments we can make to assist you in your application. Applications should be sent by email to [recruitment@becomecharity.org.uk](mailto:recruitment@becomecharity.org.uk) by 9am on Monday 21 September, please use the subject line: (Full name) application for Training & Development Manager role. Interviews will be competency-based and we expect these to take place virtually, using a video

calling app (Zoom). If access to technology/WIFI is difficult for you, please get in touch with us so we can assist in making suitable arrangements.

### **Job Description**

**Job title:** Training & Development Manager

**Reporting to:** Director of Services

**Purpose of role:** Develop, manage and deliver Become's training and consultancy offer, leading on strategy development, project management of the new Personal Advisor Training Programme, growing Become's offer and income.

**Headline terms and conditions Salary:** £38,000

**Job type:** 1 year fixed term, with possibility of extension

**Hours:** 35 hours p/w (flexible working arrangements considered)

**Pension:** 5% employer contribution

**Leave:** 28 days

**Location:** 15-18 White Lion Street, London, N1 9PG with the possibility of part time working from home

**Application Closing Date:** 9am Monday 21 September 2020

**Interviews:** TBC, via video call.

#### **Purpose of role:**

The Training & Development Manager will lead the development and delivery of Become's training and consultancy strategy, including developing innovative training packages for external stakeholders. They will be responsible for growing Become's offer and income, proactively marketing Become's training and consultancy services and ensuring effective implementation, monitoring and evaluation of the training and consultancy strategy.

#### **Key responsibilities:**

- To lead on the development and delivery of Become's training and consultancy strategy, ensuring it meets set aims and income targets
- To design and deliver bespoke training and consultancy packages to meet the needs of specific audiences and stakeholders
- To lead on the project management of our national training programme for Personal Advisors, including management of training officers
- To grow Become's training and consultancy offer and income in line with our 5-year strategy
- To develop Become's use of digital and e-learning tools for training and consultancy
- To proactively research and identify new markets for training and consultancy
- To build and maintain networks across the children and young people's sector and statutory partners to secure training bookings and increase our profile
- To consolidate Become's existing training packages and learning resources and develop innovative courses and materials to meet new learning areas and emerging needs of stakeholders
- To work closely with the Communications Manager to develop successful promotion
- To manage the administration and logistics of the training programme

- To monitor and evaluate training and learning resources and prepare evaluation reports
- To effectively manage the training budget
- To effectively train and coordinate in-house, sessional and young trainers to deliver and co-deliver training packages
- To work with care experienced young people in the development of our training packages

#### **Person Specification**

- Demonstrable experience of developing, managing and growing training and learning programmes
- Experience of developing and delivering training online
- Demonstrable experience of working in the children and young people's sector (ideally care sector) and/or the voluntary sector
- Experience of coordinating and managing trainers and other staff
- Experience of partnership working with a range of stakeholders
- Excellent business acumen and experience in generating income through training and consultancy
- A working knowledge of the key issues relating to the effective provision of services for children in and from care and the key issues facing children in care and care leavers
- Excellent communication and writing skills, including the ability to write effective promotional materials and training resources
- Excellent project management experience and organisational skills, including the ability to create administrative systems and manage project budgets
- Excellent IT skills including good use of PowerPoint and ability to be administratively self-servicing
- Experience of developing and delivering accredited learning programmes
- Commitment to social justice and to the rights of children and young people
- Experience of delivering 'train the trainer' programmes, ideally to young people, is desirable