

## Head of Education and Training

**Dated:** June 2022

**Contract:** Full time, permanent

**Salary:** £48,000-50,000 per annum

**Start date:** Immediate

**Location:** Home based with potential access to desk space in central London, if required; travel across the UK may be required from time to time as part of role (subject to covid guidance)

**Reporting to:** Director of Strategy and Learning

**Direct reports:** None at this time

**Annual leave:** 25 days per year plus bank holidays

### About the Centre for Youth Impact and YMCA George Williams College

In April 2022, the Centre for Youth Impact merged with YMCA George Williams College. The merger brings together the Centre's work to progress thinking and practice in impact measurement in youth work and provision for young people with the College's rich history of supporting high quality relational practice with young people and communities. The combined charity works across the UK, including locality working via dedicated regional networks across England. Although still developing the strategy for the newly combined charity, the two organisations have long shared a vision for all young people to have access to high quality provision and services that improve their life chances, and which enable them to achieve their potential in mind, body and spirit. We believe that embedding more meaningful approaches to evaluation, quality improvement and impact measurement at the heart of resilient, learning organisations is key to achieving this vision.

The Centre for Youth Impact was established as a partnership initiative in 2014 and became an independent charity in 2018 before merging with the College in 2022. The College has a 50-year legacy of providing teaching and learning to post-graduate level for all those working with and for young people in communities. We are funded by a range of supporters, including the National Lottery Community Fund, the Paul Hamlyn Foundation, and the Esmée Fairbairn Foundation. Our 14-strong team works across the country on a varied portfolio of evaluations, capacity building and learning partner roles, and with a wide range of partners and stakeholders.

### About the role

The Head of Education and Training is a new and critical role, created as part of our merger with YMCA George Williams College. By bringing together the College's teaching legacy (including extensive course materials and associated learning platform) with the Centre's research and insight, we hope to re-establish an education and training function that supports quality relational practice within the YMCA movement and beyond. As such, we have created a dedicated post to lead, design and develop our education and training offer and approach, including the partnerships and relationships that will support it.

Training and capacity building has long been part of the Centre for Youth Impact's work, but this has historically focused more on skills for evaluation and learning rather than quality practice in informal and non-formal learning. Our merger with the College creates an exciting opportunity to

broaden our education and training activity in response to our learning about quality and impact over the past eight years. It also creates new potential for international learning partnerships to advance and extend our collective understanding.

The Head of Education and Training will be responsible for designing, developing and implementing a new education strategy, working closely with the Director of Strategy and Learning. This strategy will include the education and training 'offer', the partnerships and relationships that support it, a solid understanding of the context/need/demand, and a robust approach to quality assurance.

We want our education and training offer to encompass a range of modalities, including training courses, programmes of study, modules (that could stand alone or be incorporated into partners' training offers), workshops, webinars and self-study resources. We would like to explore the role of and potential for accreditation, and for our offer to reflect our range of expertise. This includes:

- The 'impact to improvement journey': the design, delivery, and improvement of informal and non-formal provision to ensure that evaluation informs organisational learning;
- A 'leading for impact' programme: leadership, team development, collaborative working and shared learning across organisations to facilitate impact;
- A continuous quality improvement offer focused on the core 'mechanisms of change' that evidence suggest support positive outcomes for young people; and
- Our socio-emotional learning framework that supports practitioners and volunteers to create safe and supportive environments, role model socio-emotional skills, and offer engaging opportunities for young people.

The Head of Education and Training will play a strong role in supporting income generation, and will work closely with colleagues across the organisation to embed insights from our research and evaluation activity into our education and training offer, alongside communicating with and reaching out to our networks.

## **What are we looking for?**

We are looking for an outstanding candidate with a deep understanding of relational practice, and how adults and young people learn and develop, social and emotionally. You will need to be imaginative and proactive, with strong interest and high-level skills in building alliances and collaborations. You will need well-developed skills in designing learning content and associated resources, alongside being an exceptional facilitator, trainer and coach. You will need to understand the world of further and higher education, and continuing professional development for youth workers in particular. You will also need to be comfortable bringing those skills into a fast-paced charity setting. An interest in and solid understanding of evaluation would be a distinct plus, as would an awareness of youth-focused public policy and system dynamics.

You will have the ability to engage with humility and authenticity with a wide range of people and organisations working to support young people and their communities. You will be able to spot and make connections between relationships and areas of work and be alive to changes and patterns in the external policy and practice context and the opportunities they present for our charity.

Finally, you will also need to be a strong and confident project manager and a compelling and confident writer and presenter who can communicate the breadth of our work. You will be comfortable representing us externally, and acting as a ‘thought leader’: openly reflecting the evolution of your ideas and thinking, and generously sharing your learning with others.

## **Duties and responsibilities**

### **Design, develop, deliver and quality assure our education and training offer**

- Develop an education and training offer that responds to the needs and demands of the sector(s) in which we work, and is:
  - clear and coherent;
  - accessible;
  - high quality;
  - evidence-informed; and
  - aligned to our broader organisational strategy and expertise.
- Create a comprehensive ‘curriculum’ framework that underpins our education and training offer and makes the skills and knowledge explicit at every ‘level’
- Facilitate and lead training, learning sessions, coaching and workshops, including recording content for webinars and online resources
- Develop a quality assurance approach and process to monitor the quality of the organisation’s teaching, training and organisational learning support
- Initiate and foster academic partnerships and communities of practice (working with the Head of Partnerships) to extend the reach and scope of our education and training offer, both domestically across the whole of the UK and internationally
- Ensure our organisational approaches to training, teaching and learning are grounded in and informed by the latest evidence
- Build and strengthen strategic partnerships with other infrastructure organisations across the youth sector to support collective impact, collaboration and quality
- Add accreditation to relevant elements of the education and training offer including micro-credentials, endorsed certification and full accreditation at the relevant credit volume and level, linked to the National Occupational Standards for youth work and the national qualifications frameworks across the UK (and potentially internationally)
- Explore the viability of providing Apprenticeships in relevant occupational areas
- Develop and maintain effective communication channels, working closely with the Communications Manager
- Work closely with the Data Lead to consider how best to use digital approaches to support our education and training offer
- Develop business models and an approach to income generation to support the sustainability of our education and training offer
- Ensure the organisation has up to date teaching and learning policies and procedures
- Manage and support organisational capacity and capability in education and training across the staff team and our Associate Network
- Lead an annual process of strategy development, business planning and review

### **Plan, manage and deliver projects**

- Plan, manage and deliver a range of projects, in support of our education and training strategy

- Build and support internal (and occasionally external) project teams to deliver on these projects, including allocating tasks, monitoring delivery, budgets and emergent risks
- Report to our Board of trustees on partnership activity as needed
- Work alongside the Resources Manager to maintain an up to date and accurate map of capacity demands, availability and forecasting across partnership projects
- Support and undertake accurate recording of projects and contacts in our Salesforce CRM
- Prepare reports to funders as necessary
- Lead the identification, design and development of winning tenders, proposals and grant applications that further delivery of education and training projects
- Work with the Communications Manager to produce blogs, updates and web content about our education and training work

## Person specification

### Essential skills and experience

- High-level training and facilitation skills, drawn from adult education, FE/HE or training delivery
- Solid understanding, based on experience, of how young people and adults learn
- Experience of designing, delivery and quality-assuring programmes of learning that support youth work, relational practice and capacity building for social sector organisations
- Experience of multi-modal learning (teaching, facilitation, synchronous and a-synchronous web-based modes)
- Excellent relationship management skills: the ability to understand others' contexts and motivations and build a committed team of diverse partners accordingly
- Outstanding verbal and written communication skills
- Knowledge of youth policy and the current youth sector context, particularly CPD routes in youth work
- Understanding of and strong interest in key themes in the evidence/impact agenda in youth work and provision for young people
- Excellent project management skills, including managing multiple projects simultaneously, monitoring budgets, reporting processes and time tracking

### Desirable

- Deep understanding of the wider evidence and impact debate in the social sector
- Senior management level experience in a not-for-profit context
- Interest in and commitment to equitable evaluation and anti-oppressive practice
- Experience in coaching, and/or action learning facilitation
- Experience of growing and supporting communities of practice
- Experience of working in a delivery setting with and for young people
- Experience of organisational development
- Track record in significant and proactive income generation; including leading/contributing to development of grant applications and/or responses to competitive tenders in excess of circa £100,000.

### **Personal qualities we are looking for include:**

- Identifying with and embodying the aims and ethos of our charity, including valuing collaborative approaches, challenging and supporting those we work with, and being curious and questioning
- Collaborator and team player
- Reflective and highly self-aware
- Able to have challenging and courageous conversations with compassion
- Understanding of and empathy with our sector
- Focused and thoughtful strategist, balancing project delivery with sector leadership

### **How to apply**

If all of the above sounds appealing, then please send a copy of the following to [jobs@youthimpact.uk](mailto:jobs@youthimpact.uk) with the subject line 'Head of Education and Training application':

1. Your CV
2. A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK).
3. Equality and Diversity monitoring form

Please complete the anonymous equality and diversity survey form as part of the application. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We acknowledge that people from Black, Asian and minority ethnic backgrounds are underrepresented in our staff team and we're committed to correcting this. We are particularly keen to receive applications from people of colour; disabled people; people who identify as being LGBTQIA+; and people who have a mental health condition. We'd also love to hear from people who have used and benefited from youth provision/services.

We want to support you to show us your best, and to thrive at the Centre for Youth Impact. We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know of any requirements you have.

**The deadline for receipt of your application is 5pm on Wednesday 12 July 2022. Applications received after this time will not be considered.**

**Interviews will take place w/c 25 July and w/c 1 August and will be via Zoom.**

For more information about us, please visit the Centre for Youth Impact's [website](#). If you have any questions about the role, please email Sarah Rose, Operations Lead, on [sarah.rose@youthimpact.uk](mailto:sarah.rose@youthimpact.uk) to arrange an informal conversation.