



EDUCATION TRAINING PROGRAMME MANAGER

(PANS PANDAS UK National Education CPD Training Programme)

Location: Home based

Hours: Part time - 18 hours

Terms: One-year fixed term contract (with a possibility of extending the role funding allowing)

Salary: FTE £24,750 (actual £11,880)

Pension: NEST Scheme

Annual Leave: 28 days pro rata (inclusive of bank holidays)

Normal working week: 37.5 hours

What we can offer you:

- Flexible, remote working from home.
- A positive and friendly staff culture.
- Annual in-person meet-ups as a team.
- Laptop and Phone as required.
- Option to discuss and set your own regular working hours.
- The opportunity to make a difference to a growing charity and a large, engaged community.
- Organisation wide shut down at Christmas in addition to your holiday entitlement

ABOUT US

PANS and PANDAS are complex neuro-psychiatric conditions which are frequently misunderstood and misdiagnosed. PANS PANDAS UK are the only charity in the UK working to improve outcomes and ensure brighter futures for people affected by PANS and PANDAS.

We provide support and information to families, and work tirelessly to inform medical practice, raise awareness, engage with medical, social work and educational professionals, and much more.

We are a small team based at home in various UK locations. We keep in touch frequently online and have a warm, supportive and positive culture.

OVERALL PURPOSE

The Education Training Development Manager will lead the operational development, and delivery of the national education training programme, ensuring it aligns with organisational priorities and emerging national guidance. The role is responsible for the coordination, growth and quality assurance of PANS PANDAS UK's national CPD training offer for teachers and

educational psychologists (EPs), supporting the development and delivery of high-quality training modules and strengthening partnerships.

The role reports to and works in close collaboration with the PANS PANDAS UK Education Lead, who retains overall ownership, strategic responsibility and final decision-making authority for the training programme and the wider education strategy.

Central to this role is working collaboratively with the PANS and PANDAS community and the Youth Advisory Board (YAB) to ensure all training is informed by lived experience.

KEY RESPONSIBILITIES

Programme & Content Development

- Jointly review, update and refine existing CPD materials with the Education Lead, informed by national guidance and emerging research, with the Education Lead holding overall responsibility
- Support development of new training modules and associated materials.
- Explore future delivery models to expand national reach and scalability.
- Identify opportunities for integration of PANS or PANDAS training/materials within University/Initial Teacher Training (ITT) and other relevant programmes.
- Work collaboratively with the PANS PANDAS community and Youth Advisory Board (YAB) to ensure training reflects lived experience.

Trainer Recruitment & Capacity Building

- Recruit and induct additional trainers.
- Support trainer development.
- Maintain consistent quality standards.
- Deliver priority or pilot training sessions when needed to help support programme growth and maintain delivery capacity.

Strategic Programme Oversight

- Provide leadership and direction for the development and delivery of the national education training programme within the strategic framework set by the Education Lead.
- Ensure training content and delivery models align with organisational priorities and upcoming national guidance.
- Lead long-term programme planning, sustainability and continuous improvement.

Partnership Development & Sector Engagement

- Build relationships with MATs, LAs, Universities and other national relevant organisations.
- Work with the charity Communications and Engagement Officer to promote the training models across social media and education networks.
- Attend and present at education sector events and networks to raise awareness of training opportunities.

Commissioning & Income Support

- Develop commissioning packages tailored to MATs, LA's and other relevant organisations.
- Support pricing structures.
- Identify sustainable income opportunities for the charity via the training.

Quality Assurance & Evaluation

- Oversee monitoring and evaluation processes.
- Prepare reports for the charity as required.

Operational Coordination

- Coordinate scheduling, setup and delivery logistics for all training sessions.
- Manage bookings, confirmations, resource distribution, attendance recording and data collection
- Lead regular training team meetings to support planning and quality assurance.
- Support management and storage of training assets.
- Maintain regular communication with the Education Lead.

Working Environment & Culture

- Remote and flexible working within a digitally enabled national team.
- Supportive work-life balance, flexible leave arrangements and an organisational shutdown during part of December.
- Commitment to equality, diversity and inclusion, with lived experience valued.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant qualifications (teaching, SEND, adult learning, training design, project management).
- Ability to set priorities and align training with national guidance.
- Experience shaping or influencing SEND practice or programme development within an education context.
- Relationship building skills within the education sector.
- Strong organisational and project management skills.
- Excellent communication skills.
- Ability to work independently and as part of a team.
- Knowledge of the UK education sector.
- Familiarity with digital learning platforms.
- Willingness to gain an in depth understanding of PANS or PANDAS.
- Ability to work sensitively and confidently with the PANS and PANDAS community, including the YAB, creating safe and inclusive spaces.

Desirable

- Degree-level education or equivalent professional experience
- Experience contributing to strategic planning within education, charity or Local Authority.
- Experience with CPD
- Experience leading multi-agency or cross-sector initiatives.
- Lived experience of PANS and PANDAS