



## Programme Trainer Job Description

<b>Job Title</b>	Programme Trainer
<b>Location</b>	<p>Home based primarily, with significant travel to be expected to deliver programmes (costs covered by MyBnk).</p> <p>We are recruiting for the two Programme Trainers, one based in Wales, the other based in the South West (Bristol and Exeter)</p>
<b>Duration</b>	Permanent, Full-Time
<b>Reporting to</b>	Area Manager – South & Wales
<b>Salary</b>	£27,500
<b>Important dates</b>	<p><b>Information session</b> about the role: 27<sup>th</sup> March 2024 at 5pm</p> <p>Microsoft Teams: <a href="https://events.teams.microsoft.com/event/f3ff6b7b-03bb-4dce-a2a8-95ea178a3892@f45d5e98-0be7-4ce9-af5d-cfc0638df88c">https://events.teams.microsoft.com/event/f3ff6b7b-03bb-4dce-a2a8-95ea178a3892@f45d5e98-0be7-4ce9-af5d-cfc0638df88c</a></p> <p><b>Closing Date:</b> 9<sup>th</sup> April 2024 at 5pm</p> <p><b>Interviews:</b></p> <p>First stage: Informal telephone interviews 11<sup>th</sup> April 2024 Second stage: Face to face Interviews 15<sup>th</sup>, 17<sup>th</sup> &amp; 19<sup>th</sup> April 2024</p>

### Background

MyBnk is a UK wide charity that delivers expert-led financial education programmes to 5–25-year-olds. Our mission is to empower young people to take charge of their future by bringing money to life through innovative, high impact and energetic programmes. We deliver to anyone but maintain a focus

on those in need. This means we try and target:

- School children with low financial capability – who need help most.
- Young adults in the greatest need – those who cannot afford mistakes.

Our research shows that the best time to make a difference is:

- With the very young and when habits are set.
- Aged 11-16 when you are increasingly engaging with money and preparing for the future.
- All young adults entering independence who are making choices, now.

We are a growing organisation; in every sense of the word and the future for us is set to be very exciting and promising.

## **The Role**

### **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.

You will need a fluent command of English and the right to work in the UK. Being a Welsh speaker is desirable but not essential, as this will assist in programme content creation, delivery and translation.

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 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.

## **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.

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

## **Benefits**

MyBnk offer the following benefits:

- 25 days per year annual leave, pro rata full time equivalent (plus bank holidays) and scheduled Christmas-New Year break.
- Pension scheme.
- Income protection insurance.
- Death in service insurance.
- Cycle to work scheme.
- Annual training allowance.
- Enhanced maternity, paternity and adoption leave and pay.
- Flexible working policy.
- Season ticket loans.

## **Inclusivity**

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 that 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.

MyBnk will not discriminate directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, neurodiversity and cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

### **Application process**

Please send a CV and covering letter to [jobs@mybnk.org](mailto:jobs@mybnk.org) with the email title “**Programme Trainer**”. Please also state if you require any adjustments throughout the recruitment process. Please note that we are unable to accept applications in Welsh for the ‘Programme Trainer – Wales’ vacancy.

### **Any questions?**

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))