



## Wales Manager Job Description

<b>Job Title</b>	Wales Manager
<b>Location</b>	Home based primarily, with significant travel to be expected to deliver programmes (costs covered by MyBnk), and also to our South Hub.
<b>Duration</b>	Permanent, Full-Time.
<b>Reporting to</b>	Area Manager – South & Wales
<b>Salary</b>	£32-000 - 35,000 plus benefits package and training budget
<b>Important dates</b>	<p><b>Information session</b> about the role: 27<sup>th</sup> March 2024 at 5:30pm</p> <p>Join Zoom Meeting</p> <p><a href="https://us02web.zoom.us/j/89046928797?pwd=RIk5bVRUMnVxVXFGaWxhT0oxNDd3Zz09">https://us02web.zoom.us/j/89046928797?pwd=RIk5bVRUMnVxVXFGaWxhT0oxNDd3Zz09</a></p> <p>Meeting ID: 890 4692 8797</p> <p>Passcode: 324051</p> <p><b>Closing Date:</b> 9<sup>th</sup> April 2024 at 5pm</p> <p><b>Interviews:</b></p> <p>Informal telephone interviews 11<sup>th</sup> April 2024</p> <p>Second stage: Face to face Interviews 15<sup>th</sup> &amp; 17<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**

Part of our Programmes and Delivery Directorate, our regional managers are responsible for the delivery of our programmes in that area and for building sustainable growth of MyBnk in their patch and sometimes, in the surrounding areas.

In new areas, this is a hybrid role responsible for delivering growth of MyBnk **and** delivering our programmes until we are ready to recruit additional delivery staff.

In terms of the delivery aspect of the role - 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.

Alongside delivering, you will be responsible for growing our presence, in every sense, in the area you work. This could range greatly from engaging with funders to representing us at local policy events. You will be someone that already knows the area quite well and can hit the ground running in establishing MyBnk across the area. In time, you will manage a growing team.

We want the very best people to join us who are excited by all the opportunities that a growing charity can offer you and who are willing to share their expertise with us to help MyBnk reach even more young people and adults through everything we do.

### **Key Responsibilities**

#### **External relations**

- Establish MyBnk as the go to provider for financial education programmes in your area.
- Build networks that will provide MyBnk with a range of opportunities in:
  - Building referrals for programme participants
  - Building local influence with key stakeholders (working with our policy team)
  - Support local fundraising (working with our fundraising team)

- 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.

## **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 Directorates Delivery Plan.
- Lead the development of the nation-specific subject knowledge.
- Deliver to the MyBnk education and accreditation framework ensuring young people have an excellent shot at achieving the programme outcomes.
- 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.

## **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.

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**

- Experience of knowledge and networks in your area that mean you can hit the ground running.
- Experience of launching and growing a programme or organisation in an area.
- Demonstrable experience of delivering education, training and/or other outreach work.
- Demonstrable experience of working with young people and/or adults including at risk or vulnerable adults.
- Demonstrate a high level of issues affective diverse young people.
- Demonstrable 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.
- Able to work independently and autonomously within the boundaries set by MyBnk and your manager.
- A skilled networker who has an eye for opportunities – spotting areas of potential growth for MyBnk.

## **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 educational 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 **“Wales Manager”**. Please also state if you require any adjustments throughout the recruitment process.

## 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))