



Training Officer

Recruitment

A group of young people are gathered on a grassy field, holding a large, multi-colored parachute (red, yellow, green, blue) that is partially inflated. They are standing in a circle, and their shadows are cast long on the grass. In the background, there is a body of water, a line of trees, and rolling hills under a clear blue sky. A soccer ball is on the grass in the foreground.

Youth Focus North West (YFNW) is an organisation with strong youth work roots. We work in partnership with young people and organisations to have a voice where it counts.

Our youth voice work gives young people the opportunities to make a difference individually, locally, regionally, nationally and internationally. We nurture youth work practice, create networks, broker partnerships and provide opportunities for young people and organisations to work together.

YFNW has over 30 year's experience of working in partnership with the youth sector. We have strong relationships with each Local Authority Youth Service in the region and the wider Voluntary, Community and Faith Sector. Youth Focus NW (YFNW) also acts as the Regional Youth Work Unit in the Northwest.

Improving the lives of young people

Thank you for your interest in joining the Youth Focus NW team. Our aim is to improve the lives of young people.



Networks

Bringing people together, sharing ideas, developing youth work practice



Training

Youth work skills, professional development and learning



Youth Voice

Enabling young people to be heard and have their views acted upon



Training Officer

Job Description

Contract type:	Permanent - 37 hours per week (some occasional weekend and evening working will be required) This post will also be considered for a secondment opportunity
Location:	Flexible working (home and minimum 2 days office based in St Helens, Merseyside) some regional travel required
Salary:	£33,366 - £35,253 (*pay award pending) NJC SO1 23-25 Dependent on skills, qualifications and experience (we are willing to consider JNC Terms & Conditions if appropriate)
Benefits:	• Training and development • Contributory Pension Scheme • Employee Assistance Programme and access to other wellbeing benefits • Free parking at the office • 25 days Annual Leave plus an additional day off for your birthday • Flexible working
Responsible to:	Learning, Workforce Development & Equality Manager
Responsible for:	Supporting the planning, coordination and delivery of YFNW's training and workforce development offers Ensuring learners receive access to high-quality learning opportunities that strengthen youth work practice, youth participation and, sector capacity across the North West. The postholder will contribute to YFNW's commitment to developing a skilled, confident, and connected youth sector workforce.

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Main Duties:

Training Development:

- Support the development, planning, promotion of Youth Focus North West's learning and continuing professional development (CPD) offer.
- Build and maintain positive relationships with stakeholders, participants, associate trainers and new audiences to support engagement and inform training provision.
- Design and deliver learning packages to meet the needs of specific audiences, including e learning platforms and resources.
- Deliver training in line with the CPD offer
- Manage CPD accreditation, identify new programmes for accreditation and coordinate approval, assessment and award cycles.
- Assist in raising awareness of the training offer through communications, marketing activities and attendance at events.
- Support establishment and running of YFNW training centre
- Support the recruitment of learners onto YFNW training courses
- Where directed, support the Training Associate Team and allocate resources

Learner Support:

- Respond to learner enquiries in a timely and professional manner.
- Support learners with access to learning resources and systems.
- Identify learners requiring additional support and signpost as appropriate
- Develop and monitor learner management platforms and digital tools to support training delivery and learner engagement.

Relationships and communications:

- Lead on YFNW's Community of Practice networks and support the annual youth work conference.
- Lead the development and delivery of a staff wellbeing activity programme.
- Respond to learning and development queries as the first point of contact
- Demonstrate a commitment to equality, diversity and inclusion in all aspects of your work
- Participate in team meetings, regular supervision and contribute to a co-operative team approach

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Reporting and Quality Assurance:

- Produce regular reports on attendance, completion rates, and learner outcomes
- Support quality assurance processes in collaboration with the Learning, Workforce Development & Equality Manager
- Gather and analyse monitoring and evaluation, contributing to continuous improvement to training programmes
- Implement and monitor internal workforce development
- Ensure training activities comply with organisational policies and regulatory requirements

IT & Digital:

- Be a competent user of Microsoft office 365/G Suite and its functions.
- Maintain training databases and any learning management systems (LMS).
- Enter data regularly onto the YFNW management information system

Safeguarding:

- Support and promote safeguarding throughout all delivery, identify and act on any safeguarding concerns
- Ensure all activities meet YFNW Health & Safety and Safeguarding guidelines

Flexibility:

- Work flexibly with minimal supervision
- Support delivery of projects with other team members, as and when required
- Contribute to the Impact culture and framework at YFNW
- Deliver services anywhere within North West – including evenings, weekends and residential programmes
- Attend meetings at YFNW HQ as well as other locations and online
- Undertake relevant training as necessary to enhance personal and professional development
- Undertake such other duties as may be reasonably required of the post

This is not an exhaustive list of duties. In consultation with the post-holder, the duties may change from time to time to reflect the changing needs of the organisation.

This post is subject to receipt of satisfactory references and enhanced DBS check.

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	Essential	Desirable
Qualifications	• Relevant professional qualification relating to the post e.g. Youth Work, Education and Training, Learning and Development, or a related field. • Level 3 Certificate in Assessing Vocational Achievement or willingness to complete.	• Level 4 Award in Internal Quality Assurance or willingness to complete.
Experience	• Excellent training facilitation and training delivery skills – in person and online • Demonstrable experience in writing training sessions, creating interactive workshops and producing training materials to meet identified learner or client needs • Experience of coordinating and delivering learning and networking events • Competency in public speaking and presenting work to a variety of audiences.	• Experience of working within the youth, voluntary, community, or education sectors. • Understanding of effective learner support, supervision and inclusive learning practice. • Awarding-body requirements and internal and external quality assurance processes.
Knowledge and Understanding	• Knowledge and understanding of policy and issues facing young people and the Youth Sector • An understanding of, and commitment to, equality, diversity and inclusion • An understanding of and commitment to safeguarding, data protection and confidentiality	• Knowledge of the UN Convention on the Rights of the Child and Lundy model and participation models • Knowledge of quality assurance and compliance requirements.

	Essential	Desirable
Skills and Abilities	• Ability to communicate effectively and relate to a range of stakeholders and external partners • Excellent communication and writing skills, including the ability to write effective training materials and resources. • Ability to manage time effectively working to deadlines with minimum supervision. • Ability to adapt to changing circumstances. • Excellent IT skills with ability to use Microsoft office, G suite, digital tools and functions. (PowerPoint, Canva, online video platforms (e.g. Zoom, Teams), Eventbrite and online databases • Ability to work accurately with good attention to detail. • Ability to represent the organisation across a range of partners and funders • Ability to monitor, evaluate and contribute to a robust impact strategy. • Ability to demonstrate a commitment to Equality, Equity, Diversity, Inclusion and Belonging (EEDIB) is reflected in all aspects of work.	• Analytical skills and the ability to use data and feedback to improve learning provision.
Other	• Commitment to youth work values, inclusion, participation, and continuous learning. • Ability to think creatively and find solutions. • Willingness to travel and work flexibly including evenings and weekends to meet the requirements of the post • Operate within YFNW policies and procedures • Contribute to YFNW's Impact and Evaluation framework and culture	

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How to apply

To apply for the role of **Training Officer**, please return the completed online [Application Form](#) by 12pm on Monday 21st September 2026.

Interviews will take place in person at our HQ in St Helens on **Tuesday 29th September**

For more information or to have an informal discussion about the role, please contact info@youthfocusnw.org.uk

Connect with us:

@YouthFocusNW



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