

Berkshire Youth: Training and Volunteer Development Manager Role

Friendly Team & Opportunity to Make a Difference

Berkshire Youth is seeking to expand its much-needed services to young people across the county and is looking to further develop relationships with local businesses, raise its profile and engage members of the public to fundraise for the charity.

The role of Training & Volunteer Development Manager is integral to the growth of our charity and so we are looking for an experienced Training Manager with a commercial focus to grow our volunteer numbers and develop a bank of trainers to deliver the wide variety of programmes that we currently offer and are looking to offer in the future.

Ideally you will have experience, of developing a training strategy to achieve set goals/targets and able to demonstrate how you have engaged a team to deliver them. You will also have experience developing training programme to fulfil a need and of managing a team as this role has 2 direct reports.

You will have a passion for the development of young people and the charity sector as this role is a fantastic opportunity to make a real difference to the lives of a lot of young people in Berkshire.

*Berkshire Youth is committed to the protection and safeguarding of children, young people and vulnerable adults
Successful candidates will undertake an enhanced DBS check and references*

This role is 37 hours a week, offering a salary of £30,000.00 with the potential of a performance bonus.

Key areas of responsibilities:

- Develop a strategic training plan to deliver the goals of Berkshire Youth
- Attend client meetings to sell the training services of the organisation
- Develop a bank of trainers to deliver the training programme offered
- Develop training programmes based on the research and determination of gaps in provision for clubs and volunteers across the six local authority areas and by consulting with young people and volunteers
- Regular reviews of training programmes to ensure they are delivering the required results and make changes if required
- Develop and maintain links with the clubs in the county
- Manage 2 direct reports
- Oversee the development of youth volunteering opportunities within Berkshire Youth and its partners
- Delivering training sessions
- Develop a sustainable model for volunteer leadership for youth and adult volunteers within Berkshire Youth, working with staff and partners to implement its progression
- To generate income to support the post, associated projects and create income for the organisation
- Measure the impact and value of volunteers within the network and Berkshire Youth
- To lead on the engagement of volunteers in Berkshire Youths 'Youth Development Strategy'
- Effectively monitor, report and evaluate all aspects of work

A successful candidate will possess:

- Hold Train the Trainer and PTLLs qualifications
- Ideally hold a qualification in youth work
- Experience of project development
- Experience of adapting and delivery new and innovative training to a diverse and dynamic target group
- Experience of operating within and managing a budget
- Goal and action orientated with ability and desire to work towards targets within a team environment
- High level of comfort and determination when dealing with challenging situations, i.e. objection handling, overcoming gatekeepers etc.
- Forward thinking and solutions-orientated approach at all times
- Able to use own initiative and work independently
- Great presentation skills, both written and verbal with Strong proficiency in Microsoft Word, Excel and PowerPoint

If you feel that you have the skills and experience, we are looking for we would love to hear from you.

For further information David Seward, Chief Executive Officer e-mail: admin@berkshireyouth.co.uk phone 01189 090927

Closing date for applications: 10th July 2019 Interviews: 16th July 2019 and 22nd July 2019