

**Role Specification**

**Education and Training Manager**

Common Youth’s mission is to ensure that all young people have access to high quality, free and confidential sexual health services, as well as education and support. To enable them to make informed, active choices about their personal and sexual relationships so they can enjoy their sexuality without harm.

All staff are expected to support the aims and work of Common Youth.

Post: Education and Training Manager

Location: 23 - 31 Waring Street, Belfast

Hours: 37.5

Grade: Scale 5 pt 16 – 20, £29, 991

Reporting to: CEO

**Overall purpose of post**

The role of Education and Training Manager will lead and deliver Common Youth’s Education and Training services; to improve sexual health and wellbeing outcomes for young people in Northern Ireland. They will manage, develop and deliver specialist relationship and sex education to professionals and young people in the community, schools and higher education.

**Key Accountabilities**

* Develop an Education and Training Strategy that will build on the school RSE team, the community RSE team and create a focused and structured training unit within Common Youth
* Responsible for overall management of Education and Training in schools and the community including delivery, staff management and training, budgets and management reporting
* Manage and facilitate the development and the delivery of curriculum-based programmes, health fairs and workshops to schools and organisations
* Develop and facilitate the training and resources specific to professionals working with young people e.g. school nurses, GP’s, youth work, social work
* Build relationships with schools and communities and network with other charitable organisations to avail of potential new education streams and to continue to build upon best practices
* Provide an internal training programme for new and existing staff at Common Youth ensuring education and training requests are reviewed, recorded and responded to according to internal processes
* Keep up to date with trends, developments and opportunities within the youth, health and social care and education sectors and update others
* Develop and maintain partnerships with local health promotion organisations to promote Common Youth services by young people
* Liaise and support relevant research
* Ensure Education and Training targets and KPIs are achieved by delivering workshops and programmes on schedule and in a professional and timely manner
* Support and manage Education Workers ensuring that workshops are interactive, engaging and suitable for the target audience providing encouragement and feedback
* Coordinate education and student placements and work with other managers as required to support their success
* Champion technology to capture training participation data and feedback
* Provide reports to demonstrate impact and support planning as well as essential data to the Funding team
* Seek and review feedback from all participants to foster development and maximise new opportunities and relay this to the Education Workers and the wider Common Youth team
* Ensure Common Youth’s standards are met and a culture of innovation is fostered
* Work with the promotions team to use social media to improve awareness of Common Youth’s Education and Training services, providing photographs and videos from the team
* Participate as required in monthly management meetings and provide updates to the CEO for the Board as required

**Person Specification**

**Essential**

* A degree (or equivalent)
* Experience in delivering professional training with specialism in sexual health or youth work
* Level 3 Sexual Health qualification or working towards
* Minimum of 3 year’s relevant experience in delivering sexual health training programmes to professionals and workshops to young people
* Experience of writing and designing training plans and programmes for a variety of stakeholders
* Project management and excellent people and time management skills
* Ability to network and build relationships
* Good Technology skills – particularly Microsoft Office – PowerPoint, Excel
* Be comfortable presenting to a range of audiences using a variety of media platforms to reach different listeners
* Significant experience working with young people in voluntary sector

**Desirable**

* A degree in Teaching or Youth Work
* Understanding of impact measurement and evaluation tools
* Volunteer recruitment/management experience
* An understanding of relevant GDPR requirements
* Knowledge of youth or sexual health environment and its impact on service development, delivery and funding