



## TRAINING MANAGER VACANCY

<b>Contract:</b> Part-time (20 hours/week) for 12 months	<b>Salary:</b> £20,000 per annum
<b>Start date:</b> as soon as possible after 1 April 2022	<b>Location:</b> Home / remote & London SW15

**The Froebel Trust** is an educational charity based in London but working across the UK and internationally. We aim to advance knowledge and understanding of Froebelian education. Our work promotes the principles of the pioneer of Early Years education and inventor of Kindergarten, Friedrich Froebel. We are the only grant-making trust in the UK with a focus that is exclusively devoted to early childhood education and care through our grants for Early Years research and practice development; bursaries for advanced study; free resources and events for educators; and the Froebel courses that we provide, endorse and subsidise.

Please explore our website to find out more about who we are and what we do:  
[www.froebel.org.uk](http://www.froebel.org.uk)

**The Froebel Trust's Office** is based in a pleasant Lodge in the grounds of the University of Roehampton, London SW15. The role-holder will work from home / remotely as well as being willing and able to attend team days and meetings at our offices; and to travel to other face-to-face meetings as necessary with travelling tutors and external partners.

**The Training Manager** role has been created to enable us to extend participation and expand our provision of [Froebel training courses](#) and continuing professional development (CPD) opportunities. We are looking for someone with relevant skills and experience to:

- coordinate and administer existing course arrangements (both online and face-to-face);
- seek and seize opportunities to diversify and extend Froebelian education (particularly in relation to Level 3 qualifications)
- oversee the development of new courses and / or CPD opportunities
- monitor progress and feedback from participants to help identify the outcomes and impacts from participation in Froebel Trust courses
- keep accurate records
- report to trustees, committee members and the public about the ways that our courses and CPD provision contribute to the Trust's strategic objectives and public benefit.

**The ideal candidate will be:** knowledgeable about regulation, design and accreditation of initial education and training / CPD courses in the Early Years sector in one (or more) of the UK's four nations; an excellent communicator and experienced team player; confident in the use of IT (ideally familiar with Salesforce CRM software); pro-active and analytical; able to prioritise and work autonomously; highly organised and professional; and willing to be an advocate of a Froebelian approach to education and learning.



The role-holder will work closely with the Programme Manager (Events and Training) and with the Froebel Trust's team of Travelling Tutors. They will report to the Chief Executive Officer and collaborate with her in relation to strategy. They will work with the Finance Manager in relation to course budgets, income and expenditure; and with the Communications Director in relation to publicity about training opportunities, outcomes and benefits. In addition, they will need to liaise with the Programme Officer (Grants) to ensure seamless development and use of the Froebel Trust's Salesforce Customer Relationship Management (CRM) System. Every two or three months, they will be expected to attend and intermittently report at meetings of our Trustees and committee members who govern and guide our work. Currently these meetings are held remotely (via Zoom) or in a hybrid format.

**The contract** is offered on a part-time, fixed term basis for a period of 12 months. The salary for this part-time post will be £20,000. The Training Manager will be employed for 20 hours a week with days and hours negotiable as long as they meet business needs. After 12 months, there may be a possibility to move to a permanent contract, depending on individual performance, and the Trust's strategic priorities and resource allocations. An 8% employer contribution to a personal pension is offered as well as paid holiday entitlement (this will be pro rata, based on 28 days per year for full-time contracts) plus public holidays. Some flexibility is required from team members for occasional evening / weekend work and for travel to and from events and meetings.

## **HOW TO APPLY**

**If you would like more information** about the Froebel Trust and the Training Manager role, please email: [office@froebeltrust.org.uk](mailto:office@froebeltrust.org.uk) to organise an informal phone or Zoom conversation with Dr Sacha Powell, Chief Executive Officer.

**To apply for this post** we ask that you first read the information below about the Main Responsibilities, Person Specification and Terms and Conditions for the post. To apply, please send your CV and a covering letter (max. 2 sides of A4) indicating why and in what ways you are suitable for this position at the Froebel Trust. Please make reference to the experience, knowledge, skills and behaviours required for the post. Ensure that you include your email address and/or a contact telephone number and the name and contact details for two people who have known you in a professional capacity for at least 12 months and who would be willing to provide a reference.

**Send your documents** as attachments to an email addressed to: [office@froebeltrust.org.uk](mailto:office@froebeltrust.org.uk). Please write 'Training Manager Application' in the subject line of your email.

**The deadline for applications** is 13.00 hours / 1pm (UK time) on Thursday 17 March 2022. Late or incomplete applications will not be accepted.

**Shortlisted applicants** will be contacted by email no later than 5pm on Monday 21 March and invited to attend an initial interview via Zoom (or similar).

**The interview** will consist of an introductory conversation with members of the Executive Team followed by a short presentation and interview, which is likely to be with Trustees/Committee members and the Chief Executive Officer.

**A candidate's presentation** should last up to 10 minutes max., and should be about: "Opportunities for the Froebel Trust to expand its training and CPD offer". Slides may be used.

**We are aiming to hold interviews on Monday 28 March and candidates should allow up to 60 minutes for their time with us.** We will do our best to find mutually convenient times for all shortlisted candidates. Please let us know of any adjustments we may need to make to ensure you can be included if you are shortlisted for interview.

**Unsuccessful applications:** we regret that limited capacity means that we are not able to provide feedback for candidates who have not been shortlisted. If you have not heard from us by 5pm on Thursday 17 March, unfortunately this means that your application has not been shortlisted. We are grateful to everyone who has expressed an interest in the position and taken the time to apply to us.

### **JOB SPECIFICATION – TRAINING MANAGER**

Main purposes of the role:

1. To administer the Froebel Trust's existing Short / Online Froebel Trust courses
2. To extend the Trust's training and CPD portfolio
3. To gather data to monitor and report progress and outcomes to Council / Committees

Key tasks:

1. All administration relating to: course bookings, tutor allocation and CPD, apprentice tutor training, online course set-up and recordings, liaison with course participants, updating course materials, record-keeping, distributing and arranging return of resources etc.
2. Exploring the possibilities and business opportunities for new courses within the existing programme, as well as new programmes (e.g. at Level 3); and developing a framework / content for new courses in collaboration with others.
3. Ensuring that the Trust's funded research and other new Froebelian research and evidence are embedded within existing and newly developed courses.
4. Gathering, analysing and reporting on course participation and outcomes.
5. Attending internal & external meetings or events to support, promote or report on the courses and to develop new training opportunities.
6. Working closely with colleagues to ensure good and effective course management including sharing information to help mitigate risks; developing an understanding of the impact of our courses, and celebrating good practice to help promote Froebelian principles widely.
7. Representing the Trust externally, including attending relevant meetings and events.

8. Covering for colleagues in their absence.
9. Other duties needed to fulfil the role and the work of the Froebel Trust.

Key objectives:

1. Growing: To expand course participation, extend and diversify the portfolio of training opportunities and help to build tutor capacity.
2. Evidencing: To identify the outcomes, impacts and public benefits of Froebel Trust training.

<b>PERSON SPECIFICATION – Experience and Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
Good understanding of the context for early years education and training, particularly in the UK	Knowledge and appreciation of Froebelian education
Previous experience of developing & providing education, training & CPD courses (online and face-to-face) for early years educators / teachers	Understanding and experience of the processes of administering course bookings
Strong project management skills and experience of delivering successful projects	Experience of using Salesforce CRM software
Understanding and experience of gathering and analysing feedback from clients such as course participants	Expertise in charity governance or work, including ensuring the Trust adheres to relevant policies and practice relating to its courses (e.g. GDPR)
Proven track record of an organised and methodical approach to work, combining high standards of accuracy and attention to detail with an ability to meet deadlines.	Experience of setting up and managing webinars and meetings in Zoom / MS Teams etc.
<b>PERSON SPECIFICATION - Skills and Behaviours</b>	
<b>Skills</b>	<b>Behaviours</b>
Ability to prioritise and manage a range of tasks simultaneously	Commitment to Froebelian principles and the aims of the Froebel Trust
Strong IT skills, including word processing, use of spreadsheets, use of databases to process information and electronic communications	Personal credibility, communication and analytical skills to enable the development of effective relationships internally and externally, including colleagues, trustees, and partners
Confidence in monitoring budgets and in dealing with income and expenditure relating to courses	Confident, resourceful and proactive, with initiative and a problem-solving disposition
Excellent English language written and oral skills, and the ability to communicate the Trust's vision and requirements with a range of specialist and lay audiences	Enterprising, with the willingness to work flexibly, support colleagues and work beyond your area of experience as part of a small team
Highly accurate with attention to details; well-organised, with good time management and ability / flexibility needed to meet deadlines	Resilience to manage the demands of this varied role
Strong focus on continuous improvement and the development of robust processes and procedures	Commitment to learning - continuously improving, adapting to new ideas, being self-motivated



All applications and personal data will be treated confidentially and in accordance with GDPR. A copy of the Froebel Trust's Privacy Policy is available on request. Applications will be reviewed by members of the Froebel Trust Executive Team, Trustees and the interview panel members will receive copies of shortlisted candidates' applications. Applicants will be assessed using the criteria outlined in the specification and, if shortlisted, on the basis of performance at interview. The position will be offered subject to satisfactory references.

### **TERMS AND CONDITIONS**

- Salary £20,000 per annum
- 20 working hours per week (lunch breaks are unpaid)
- Annual leave entitlement (pro rata 28 days per annum for full-time contract) plus statutory holidays and discretionary non-contractual closure days at Christmas
- 8% employer's contribution to a personal pension
- Some flexibility is required from team members around evening/weekend work and travel to and from events and meetings
- Evidence of right to work in the UK
- The position will be offered subject to receipt of satisfactory references and evidence of the right to work in the UK

### **APPLICATION CHECKLIST**

- Cover letter (not more than 2 sides of A4)
- Curriculum vitae (CV)
- Names and contact details of 2 referees

The Froebel Trust is a registered charity no. 1145128 and company limited by guarantee registered in London No. 7862112. Address: The Froebel Trust, Clarence Lodge, Clarence Lane, London, SW15 5JW. [www.froebel.org.uk](http://www.froebel.org.uk)