

Youth Cymru- JOB DESCRIPTION

Job Title: Training and Accreditation Coordinator

Location: Hybrid

Reporting to: Senior Management Team

1. Business Background

Youth Cymru is a major youth work charity operating within the whole of Wales. We collaborate with our members and other youth facing organisation to provide unique, innovative and life changing opportunities, projects, and programmes, bettering the lives of young people in Wales.

We support our members and young people to access additional resources, providing more choices and chances for learning, development, and growth. We provide training, accreditation, and opportunities for individuals to thrive now and in the future.

2. Role in Brief

The Training and Accreditation Coordinator will be responsible for delivering, promoting, and overseeing high-quality training and accreditation programs. The role involves working with community and youth-focused groups, ensuring quality assurance in training delivery, and achieving strategic targets. The successful candidate will be adept at stakeholder engagement, program coordination, and continuous professional development within the accreditation landscape.

This position is crucial to ensuring that our training programs align with sector standards, meeting the evolving needs of our communities while maintaining a high standard of quality and accessibility.

3. Key Responsibilities

- **Training Delivery:** Deliver high-quality training sessions tailored to community and youth work settings, ensuring engaging and effective learning experiences.
- **Quality Assurance:** Oversee and implement quality assurance processes to ensure that all training programs meet organisational and sector standards. Monitor training effectiveness through feedback collection, evaluation metrics, and periodic audits.
- **Promotion & Marketing:** Actively promote and market training programs to relevant stakeholders, ensuring strong engagement and participation. Utilise digital platforms, networking, and outreach initiatives to drive enrolment.
- **Coordination & Administration:** Manage training schedules, materials, logistics, and learner records, ensuring efficient and smooth program delivery.
- **Target Achievement:** Work towards achieving set targets for training delivery and accreditation program uptake, contributing to the organisation's strategic goals.
- **Innovation & Development:** Identify opportunities for new training initiatives or improvements in existing programs to align with emerging trends and sector needs.
- **Collaboration:** Work closely with internal teams, external partners, and stakeholders to ensure seamless coordination and implementation of training programs.
- **Support & Guidance:** Provide ongoing support and guidance to learners throughout their accreditation process, ensuring a positive and inclusive learning environment.

- **Accreditation & Compliance:** Ensure training programs align with accreditation frameworks such as OCN, City & Guilds, or other relevant bodies, maintaining compliance with sector regulations.
- **Workplace & Flexibility:** This role may involve remote, hybrid, or office-based work, depending on organisational needs. Occasional evening or weekend work may be required.
- **Support & Guidance:** Provide guidance and support to learners throughout their accreditation process, ensuring a positive and supportive experience.

4. Person Specification

- Experience in community or youth work, with a strong understanding of training needs in these sectors.
- Proven ability to deliver training to diverse audiences, adapting to different learning styles and accessibility needs.
- Strong background in quality assurance, ideally in an education or training context, with experience in evaluating training outcomes.
- Excellent organisational and coordination skills, with the ability to manage multiple tasks and deadlines effectively.
- Effective communication skills, both written and verbal, with the ability to engage diverse stakeholders.
- A proactive, solution-focused approach, demonstrating initiative in developing and improving training programs.
- Knowledge of accreditation frameworks and experience in managing accredited training programs.
- Strong IT skills, including proficiency in training platforms, CRM systems, and digital learning tools.

5. Skills / Interests Required

- Experience in community or youth work, with a strong understanding of training needs in these sectors.
- Proven ability to deliver training to diverse audiences, adapting to different learning styles.
- Quality assurance experience, ideally in an education or training context.
- Strong organisational and coordination skills with the ability to manage multiple tasks and priorities.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to meet targets and deadlines.
- A proactive, solution-focused approach with a willingness to learn and develop new initiatives.
- Knowledge of the accreditation process and/or experience in promoting and managing accreditation programs is desirable.
- Strong IT skills, including experience with training platforms and systems.

6. Desirable Qualifications

- A relevant training or youth work qualification.
- Experience in marketing and promoting training programs.
- A commitment to continuing professional development.

7. What we Offer

- A supportive, flexible, and inclusive working environment.
- Opportunities for professional development and growth.
- The chance to make a meaningful impact on young people and communities across Wales.
- The opportunity to contribute to the strategic development of Youth Cymru's training and accreditation programs.