

Position Title

Training Officer (Part-time – 3 days per week)

Location

London – Clapham

Salary details

£22,000 - £25,000 pro-rata, dependent on skills and experience.

Additional benefits include 25 days holiday (pro-rata), bank holidays (pro-rata), plus 3 further discretionary days between Christmas and New Year when the office closes.

Flexible working hours and holiday purchase/buy back scheme. Generous 10% employer pension contribution after probationary period.

Job details –

The Money Charity is the national financial capability charity which helps people across the UK stay on top of their money to help them live happier and more positive lives as a result.

A core strand of the charity's offering works to help adults build the skills, knowledge, confidence and behaviours to manage their money well. We do this by delivering workshops, consultancy, and distribution of our Money Manual. The charity also works with commercial organisations to promote best practice deliver financial education to their staff & customers.

Reporting to the Head of Adult & Industry Programmes, the Training Officer will be responsible for the delivery of non-profit and commercial money workshops as well as marketing and promotion of products & services. The role will have responsibility for all aspects of the administration and delivery of our adult workshop programme.

This is a varied role - which will provide an excellent opportunity for the applicant to work within an innovative charity and the chance to really make an impact.

Role description –

- Member of the Adult & Industry team at a UK-wide financial capability charity which helps people develop the skills and confidence to manage their finances well;
- Personally delivering money workshops in a wide variety of settings;
- Responsible for the coordination and expansion of The Money Charity's training workshop programme with adults;
- Marketing & promotion of adult workshops and other services to commercial and not-for-profit organisations;
- Working closely with the fundraising & other support functions to expand opportunities;
- Building and maintaining relationships with a large range of people & organisations;
- Day to day management of freelance training delivery consultants including evaluation and performance management;
- Developing and maintaining the workshop materials and resources for adults;
- Coordination of workshop impact evaluation;
- Supporting the delivery of projects and consultancy in partnership with the Head of Adult & Industry Programmes;
- Representing The Money Charity at events and meetings as necessary;
- Supporting the entire range of Adult & Industry programmes with varied tasks as required;
- Participating in the corporate life of The Money Charity.

Applicant requirements–

Essential:

- An excellent communicator, effective across multiple delivery channels to a range of recipients;
- Excellent organisational skills - able to work independently, managing their own workload effectively, and work under pressure;
- Demonstrable ability to coordinate projects and explain their benefits to external audiences;
- Experience in delivering training materials to a wide variety of audiences;
- Experience with promotion, sales, or marketing of products and/or services;
- Practical knowledge of personal finance and related fields
- Willingness to travel within the UK to deliver workshops, including some evenings/weekends, and occasional overnight stays;
- Self-motivated and able to take initiative to deliver tasks;
- A flexible approach to work - able to respond to additional requirements which may be required;
- Ability to work with a team;

- A positive and credible attitude to money/financial capability.

Desirable:

- A good understanding of issues relating to adult money management and financial capability;
- Experience of developing training packages, including written supporting resources;
- Ability to maximise the use of and stick within a budgets;
- Previous experience with managing people;
- Educated to degree level;
- Comfortable working with a variety of online platforms including CRM, Evernote, Trello, and similar tools
- Passionate about the cause; keen to work with people and empower them to be financially capable;

Closing date –

7th May, 2018

We may close the process if a suitable candidate is identified before the closing date

Application details –

Interviews will take place in late April early May 2018

The preferred start in May 2018

To apply, please email a CV to jobs@themoneycharity.org.uk .

Due to the high number of expected applicants we will not be able to contact those who we do not shortlist.

We will not be taking applications via agencies for this role.