



Job Description

Training Manager – Maternity Cover

Advantage is a small, internationally recognised company that specialises in enterprise and employability for young people. We have provided expertise, unique programme design and management in this field for over 30 years for government agencies in NI and worldwide. We have worked or advised on exciting youth enterprise & employability projects around the world.

"I know you have worked tirelessly with young people over the past twenty years...and have designed, developed and delivered innovative programmes to change the hearts and minds of young people."

- Minister for Enterprise, Trade and Investment

Job Content:

The successful candidate will support all aspects of training delivery at The Advantage Foundation, with a specific focus on our Ravine and STEM Start projects. Ensuring high-quality learning experiences across programmes in enterprise and employability. This includes overseeing accredited and non-accredited training delivery across all active projects, maintaining compliance and accreditation standards, and managing the resources required to deliver impactful learning and meaningful development.

The postholder will work closely with the Operations Director and project teams to align training activity with Advantage's strategic objectives, funding commitments, and social impact goals.

This role is subject to a 3-month probationary period.

Activities to include:

Training Delivery & Oversight

- Lead on the coordination, and delivery of Advantage's accredited and non-accredited training programmes, including OCN Level 1 courses.
- Support Project Officers and facilitators to ensure consistency, quality, and learner engagement across all delivery areas.
- Oversee participant induction, assessment, and achievement processes in line with qualification requirements and Advantage standards.
- Deliver training sessions, modelling high-quality facilitation and learner support.

Programme Design & Development

- Review and enhance training content to ensure relevance, accessibility, and alignment with sector standards.

- Contributed to the design and development of new programmes and qualifications, including curriculum design, accreditation applications, and pilot delivery.
- Integrate cross-cutting themes such as wellbeing, sustainability, and employability into all training materials.
- Collaborate with external partners, employers, and funders to identify emerging skills needs and create responsive learning opportunities.

Quality Assurance, Reporting & Compliance

- Ensure all training activity complies with awarding body requirements, internal policies, and funder expectations.
- Maintain accurate records of attendance, progress, assessment, and certification.
- Lead on monitoring and evaluation for training programmes, providing reports and impact data for funders and internal review.
- Coordinate internal and external audits, ensuring continuous improvement and readiness for inspection or verification.

Team Leadership & Resource Management

- Support staff or facilitators, with any additional training for professional development and performance maintenance.
- Manage training budgets, materials, and physical resources to ensure efficient and cost-effective delivery.
- Foster a collaborative, supportive learning culture across teams and participants.

Essential criteria:

- Experience delivering accredited training (e.g. OCN or equivalent) and supporting learners to achieve qualifications.
- Proven ability to design or adapt training content and materials to meet learner and organisational needs.
- Knowledge of quality assurance, compliance, and monitoring within accredited training environments.
- Excellent written and verbal communication skills.
- Strong IT and administrative skills, with experience managing data and reporting for funders or awarding bodies.
- Track record of empowering young people through training and community development.
- Full driving licence and access to a vehicle, or the ability to meet the travel requirements of the role.
- Subject to an **Access NI Enhanced Disclosure** check.

Desirable Criteria:

- Undergraduate Degree in a related field
- Experience in programme development, accreditation applications, or curriculum design.
- Experience working in a social enterprise, charity, or community training environment.
- Knowledge of the Northern Ireland skills and employability landscape.
- Experience in mentoring or coaching staff and volunteers

Working Conditions

- Some travel may be a feature of this post. Must have appropriate insurance to cover use of own vehicle for business travel.
- A mobile phone and laptop will be provided if necessary.
- You will be working as part of a small, dynamic professional team.
- This role will be subject to an Access NI.

35 Hours per week: Monday-Thurs 8:00am-4.00pm Friday 8:00am – 1:00pm.

Some evening, weekend and overnight work possible but any hours worked over and above those contracted can be taken in lieu.

Flexibility within these working hours can be discussed and agreed in advance with the Director.

Salary

£27,500 pro rata

Performance Standards

The company expects the highest professional performance standards from all staff coupled with flexibility, proactivity and a positive attitude.

Advantage expects employees:

- To deliver what is promised
- To make every pound count
- To deal honestly and with integrity
- To deliver and maintain good business relations
- To realise that working together we achieve more.