

Role summary

Role: **Training and Development Manager**
(including Regional Manager responsibilities)

Location: Home based with travel and flexible working expected

Hours: 35 hours per week – 9am to 5pm, Monday to Friday

Contract: One year fixed term contract (renewable)

Reporting to: Chief Executive Officer

Date Prepared: July 2021

We are recruiting a Training and Development Manager reporting to the CEO. You will be part of the FCN senior management team at the national office in FCN, leading on training (both internal and external). This will involve developing, managing, facilitating and conducting training, managing and supporting staff and supporting FCN volunteers in terms of training and identifying local training opportunities.

You will also have Regional Manager responsibilities, helping to build, support and establish sustainable healthy local FCN volunteer groups. Your role will include supporting FCN volunteer groups as well as providing model of best practice that can be shared more widely with FCN staff and other Regional Managers.

Principal tasks:

- Continuing to develop training opportunities with other organisations, corporates or those in the community and voluntary sector, building upon existing relationships and forging new ones.
- Initiate and nurture training opportunities.
- Explore and develop training as a social enterprise opportunity for FCN.
- Manage a programme of training opportunities both internally in FCN to staff and volunteers and externally to industry partners.
- Manage a staff member to assist with developing programmes, training and events.
- Supporting, motivating and inspiring volunteer groups in your region and helping to develop the reputation of FCN across the area.

For a copy of the complete job description including essential criteria please email debbie@fcn.org.uk.

To apply for this role please send a CV and an expression of interest letter highlighting how you meet the criteria **by 1 August**.

Please note Support Officer and Development Officer roles will be advertised following appointment of management roles and positions.