

## Role Description

<b>Role Title</b>	Training Assistant - The Money House
<b>Location</b>	Various Money House locations in London
<b>Commitment</b>	Permanent
<b>Salary</b>	£21,000 plus benefits package and training budget
<b>Closing Date</b>	22 <sup>nd</sup> February 2019

## Background

MyBnk are an award-winning UK education charity, specialising in creating and delivering high impact financial and enterprise education programmes for 7-25 year olds. Our mission is to empower young people to take charge of their futures by bringing money to life. Our vision is a financially capable and enterprising generation.

Whatever their background, whatever their ambition MyBnk helps put young people in control of their money and their dreams within reach. We call it investing in their future!

We are seeking a capable and proactive Training Assistant for The Money House (TMH) project.

You will work within an organisation which consistently exceeds its targets and delivers significantly positive outcomes for young people.

## Duties and responsibilities

### Training activity and support

- ⚡ Assist the lead trainer to deliver financial capability learning activities (e.g. small group training and tailored 1 to 1 money advice sessions with young people).
- ⚡ Work with young people aged 16-25 including young people making the transition from Care to Social Housing.
- ⚡ Maintain an understanding and awareness of current economic factors, legislative changes and best practice relevant to Financial Inclusion issues in order to share knowledge and develop awareness/capability in role
- ⚡ Effectively engage learners with a style that is clear, concise, energetic and relevant
- ⚡ Attend and contribute as appropriate to both internal and external meetings.
- ⚡ Receive clients and other visitors to TMH.
- ⚡ Organise and liaise with young people to ensure their participation and attendance.
- ⚡ Assist trainer in general duties.

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### Administrative

- ⚡ Word process letters, documents and reports as required.
- ⚡ Use photocopier, fax and other office machines as appropriate.
- ⚡ Create and maintain filing systems.
- ⚡ Maintain and order stationery supplies.
- ⚡ Answer the telephone and refer calls or take messages.
- ⚡ Send and respond to email.
- ⚡ Provide internal moderation of accredited workbooks

### Planning and development

- ⚡ Ensure that learning activities are well organised (e.g. room bookings, equipment and refreshments).
- ⚡ Collate feedback on learner outcomes and the quality of the service including after course evaluation and follow up calls and/or text messages with learners.
- ⚡ Identify own training and development needs.

### General

- ⚡ Carry out any other tasks which may lie within the scope of this post.
- ⚡ Demonstrate commitment to the aims and policies of MyBnk.
- ⚡ Abide by health and safety guidelines sharing responsibility for her/his own safety and that of colleagues.

## Person Specification

### Essential:

- ⚡ Previous administrative experience.
- ⚡ Experience of working with young people.
- ⚡ Ability to provide effective training and support to young people.
- ⚡ Understanding of and commitment to the aims and principles of MyBnk.
- ⚡ Ability to monitor and maintain own standards and take initiative when needed, prioritise own work, meet deadlines.
- ⚡ Have excellent communication and presentation skills and the ability to engage a range of people from young people to adults, both verbally and in writing.
- ⚡ Ability to use IT including Word and Excel and Salesforce or similar CRM programmes. Flexible approach to work.
- ⚡ Ability and willingness to work as part of a team.
- ⚡ Have a good grasp of mathematics, having achieved a GCSE grade B or equivalent

## Role Description

### Desirable:

- ⚡ Experience of working with challenging behaviour and a resilient nature.
- ⚡ Understanding of the issues affecting young people in London, especially in Greenwich, Westminster and Newham Boroughs

## About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 7-25 year olds in schools and youth organisations.

We have helped over 200,000 young people manage their money and start their own business with 1,000 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

## Employer Benefits

MyBnk have a number of benefits for our employees including:

- ⚡ 25 days per year annual leave, pro rata full time equivalent (plus bank holidays)
- ⚡ Matched contribution pension scheme (we match up to 4% of your salary)
- ⚡ Income protection insurance
- ⚡ Death in service insurance
- ⚡ Childcare voucher scheme
- ⚡ Cycle to work scheme
- ⚡ Annual training allowance
- ⚡ Enhanced maternity, paternity and adoption leave and pay
- ⚡ Flexible working policy
- ⚡ Season ticket loans

### Our Vision:

A financially literate and enterprise driven generation.

## MyBnk Values in Tweets

**#YouthAtTheHeart** of @MyBnk, why do we do it? – It's all about the young people #obvs.

**#Impact** @MyBnk, always delivering the best possible outcomes for young people #quality.

**#LaughAsYouLearn** @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

**#Driven** @MyBnk, being relentless in the pursuit of our mission #pacesetting.

**#StraightUp** @MyBnk, telling it how it really is – helping young people make informed decisions.

## Application Process

Please send a CV and covering letter to [jobs@mybnk.org](mailto:jobs@mybnk.org)

Please direct any questions about this role to Manfred Meyer, Chief Operations Officer on 020 3581 9920 or email [manfred@mybnk.org](mailto:manfred@mybnk.org)