



Head of Training (Mat. Cover)

Appointment Brief
June 2022

Youth Business International

Creating lasting change for young entrepreneurs and their communities

Youth Business International (YBI)'s mission is to support young people to start, grow and sustain their businesses - enabling them to create jobs, build communities and transform lives.

Young people are critical to future economic development and key to achieving the Sustainable Development Goals.

However with 66 million unemployed youth worldwide and 145 million young workers living in poverty, this potential is not being realised.

Addressing the youth employment crisis is imperative, not only for the well-being of young people but also to ensure sustainable, inclusive growth and social cohesion globally.

Locally rooted network leading to global impact

Established in 2000, YBI brings together organisations with aligned goals to develop and scale the most effective solutions to the critical challenges facing young entrepreneurs and catalyse positive change in entrepreneurship culture.

Since 2014 we have supported **over 120,000 young people** to start or grow a business by delivering a range of practical entrepreneurship support services, from guiding a young person to register a new business and improving their bookkeeping skills to helping them write a business plan or grow their fledgling business through facilitating access to finance.



Our expert members

Our 50 members in 46 countries are diverse, ranging from training organisations, microfinance institutions, mentoring specialists to business associations and incubators. Locally rooted and locally led, members combine deep contextual knowledge with YBI's sector-leading global expertise and tools.



The Network effect

YBI is supported by the Network Team, based in London, UK. This small, passionate team are committed to equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses. As a network, we learn, innovate and influence together to drive impact for young entrepreneurs and their communities. Since 2014:

120,168 Youth-led businesses started

119,416 Existing businesses strengthened or supported to grow

695,887 Young people provided with entrepreneurship training



Learn

Building impactful organisations

We deliver training and other capacity development support to facilitate learning exchanges and connect members to partners with relevant expertise.



Innovate

Developing new products and services

We convene the collective expertise of the network to identify gaps in support for young entrepreneurs and collaborate to develop solutions.



Influence

Generating and leveraging evidence

We work with members to undertake research on priority themes and use these learnings to drive change in policy and practice.

Our values and team

Our values are embedded in everything we do:

Tenacity - We won't give up until every young entrepreneur has the opportunity to succeed;

Collaboration - We work together as a team, building trust to connect and empower;

Quality - We strive to set the highest standards in youth entrepreneurship support.

You can meet our team here <https://www.youthbusiness.org/meet-the-team>

Role Overview

| | |
|---------------------|---|
| Job Title | Head of Training (Maternity Cover) |
| Location | Remote |
| Term | Fixed Term Contract (8 months) |
| Hours | Full-time (Mon-Fri, 37.5 hours per week) open for flexible working requests |
| Salary | £50,000 - £55,000 per annum (depending on experience) |
| Reporting to | Director of Membership Services and Engagement |

Youth Business International is seeking for a highly motivated and engaging professional with extensive knowledge and experience in designing and delivering training programmes as well as in helping organisations to adopt standard training curriculums, guaranteeing the quality of delivery by their trainers.

This is an exciting opportunity for someone who has a deep passion for training, facilitation and inclusivity to support the work of our unique global network of training practitioners and to join a membership services team that underpins their work through innovation approaches.

Training is a significant part of the support package that our members provide to their young entrepreneurs. You will be working with them to ensure they receive the support they need to create and/or improve their training programmes and potentially adopt the recently developed training programmes on soft skills, decent work and inclusivity.

Key responsibilities

1. Strategy and Leadership

- Support the development of YBI's strategy 2023-2028 in the areas of Training, Inclusivity and Member Services.

2. Training Programmes - development and delivery

- Deliver our online training on soft skills (GPS Training) and decent work, as part of our learning events calendar.
- Manage the licensing and use of the soft skills curriculum and decent work curriculum by YBI members and external organisations, according to its business model.
- Design and deliver a Virtual Facilitation Skills training to YBI's members and delivery partners.
- Manage a recently created Community of Practice on Entrepreneur Networking, formed by 8 YBI members and delivery partners.
- Deliver the Methodology Build Workshop and Trainer Skills Masterclass to members, according to requests and funding available.
- In response to YBI members' needs, improve or evolve existing Entrepreneurship Training services and introduce new ones.
- Gather, analyse and share insight generated content through work delivered and from the broader world of entrepreneurship training via writing blogs and opinion pieces.

3. Inclusivity programmes - development and delivery

- Coordinate the roll-out of YBI's recently developed Inclusivity Toolkit in October to the network.
- Develop an Inclusivity Indicators Framework to measure and track impact of inclusive actions across the network.
- Manage the licensing and use of the Inclusivity Toolkit by YBI members and external organisations, according to its business model.

4. Member Services - General

- Play Where appropriate, source, engage and manage expert partners and consultants to develop and deliver the work around Entrepreneurship Training and Inclusivity.
- Support the content design and delivery for our annual global event, taking place 18-20 October 2022, in The Hague, Netherlands.
- Manage YBI's learning events calendar, where YBI hosts a variety of different learning events for members such as flagship trainings, themed months and one-off webinars. This includes activities such as defining themes, organising agenda, identifying and liaising with speakers and trainers, updating online calendar, etc.

5. General

- Work collaboratively with our Fundraising team to contribute to training aspects of proposals, plans and budgets.
- Support Programme Managers on all reporting requirements related to training.



| CRITERIA | Essential | Desirable |
|---|-----------|-----------|
| Knowledge and skills | | |
| Qualification or equivalent work experience in training/facilitation | ✓ | |
| Strong facilitation and communications skills, and the ability to engage with diverse and demanding stakeholders in a multi-cultural environment | ✓ | |
| Proven ability to work collaboratively, flexibly and virtually | ✓ | |
| Sector Experience | | |
| A passion for training with professional experience and a proven track record in successfully designing and delivering entrepreneurship training programmes | ✓ | |
| Background in entrepreneurship and soft skills | ✓ | |
| Background in Inclusivity and DEI | ✓ | |
| Experience in developing and managing standard training curriculums and delivering Training of Trainers | ✓ | |
| Experience of working in or with an NGO or charity | | ✓ |
| Experience of working in a network, or in circumstances with diverse and geographically distributed stakeholders | | ✓ |
| Background in youth development / international development | | ✓ |
| Proven experience of writing about the topic of training and being able to present on a conference stage | | ✓ |
| Other | | |
| Fluency in English | ✓ | |
| Language skills, especially Spanish | | ✓ |
| Confident using MS Office 365, Zoom | ✓ | |
| High levels of autonomy and self-motivation, with the ability to quickly adapt and work with pace in an agile environment | ✓ | |
| “Can do” mindset and entrepreneurial flair, with the commitment to reflection, learning and improvement in practice | ✓ | |
| Ability to act as an ambassador for YBI, commitment to our vision, mission, and organisational values | ✓ | |

How to apply

If you are interested in applying, please send your CV (maximum 2 x A4), Equal Opportunities Monitoring form and a covering letter to HR@youthbusiness.org. Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate - please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm where you saw this job advertised.

Closing date: Monday 20th June 2022 at 9:00am

R1 Interviews: w/c 20th June 2022

R2 Interviews: w/c 27th June 2022

YBI is an equal opportunity employer, and we are committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, disability, age, ethnic or national origin, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if you require any adjustments, we can make to ensure that our recruitment process enables you to present yourself in a way that makes you comfortable.

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI's employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy [here](#) to find out more.

