

Job Description

Training Manager

Reports to:	Ministry Director
Salary:	£36,623.30 FTE (pro-rata for part-time hours) + London weighting if located in a London postcode
Location:	London Office, Hybrid Working
Holiday entitlement:	25 days (FTE) increasing to 30 days (FTE) + bank holidays
Other benefits:	<ul style="list-style-type: none">-Employee Assistance Program (EAP)-Up to 6% matched pension contribution-4x salary life cover-Enhanced Sick Pay, Enhanced Maternity Pay,-Enhanced Paternity Pay & Enhanced Shared-Parental Pay (after 2 years service)
Hours:	Full or Part-time (21 - 35 hours per week available) Occasional evening work required for training
Travel:	This role requires regular travel around the UK
Contract:	Permanent

About Faith in Kids

Context:

60% of active Christians in the UK came to faith in Jesus before the age of 11. If we miss childhood, then our churches will never recover. The data tells us what the Bible has always taught us, "Start children off on the way they should go, And even when they are old they will not turn from it."

Faith in Kids exists to make progress in developing a lifelong faith in our children, in supporting the parents and our churches to take spiritual responsibility for their children. We create podcasts, publish books, produce free-to-download resources and we provide training (both in-person and online). We are growing. Join us to help us equip more parents and churches to confidently disciple their children.

Our Vision

Confident parents and thriving churches, raising children together, to trust Jesus eternally.

Our Mission

We encourage, inspire and equip the influencers of faith in children with support, training and resources.

Our Values

Gospel Hearted

We are unashamed. We are 'Jesus first'. We are about the better story; that is joyful, hopeful and found in Christ

Relational

We are wired for partnership. We connect to those we serve. We listen and we want to understand

Courageous

We will follow the need. We are daring, ambitious and bold in all that we do. We are not afraid to pioneer or to fail

About The Role

Faith in Kids has been going through an exciting season of development and growth. As we continue to work towards our strategic objectives and growing the team, we are in need of a Training Manager to oversee our training for churches and parents. While managing our training, this role will also help in the delivery of that training and developing other trainers. This brand new role will bring experience, expertise and much needed capacity in training for Faith in Kids to deliver high quality training, establish best practice, enhance existing strategies and launch new strategies.

Our current training strategy consists of 3 streams of online training for churches; **Energise** (Toddler Teams), **Inspire** (Children's Ministry Leaders) and **Equip** (Children's Ministry Volunteers). We are planning to launch a new training strategy (a *training hubs* model) whereby we develop a training curriculum and train representatives to be able to offer in-person training to other churches in their locality/region. We also plan to develop digital training resources for parents to further equip them in their role as the primary disciplers of their children.

The Training Manager is responsible for:

- Being one of our trainers
- Executing existing training strategies
- Developing and launching a pilot for our *training hubs* model
- Developing online training material for a range of audiences

The ideal candidate will bring previous experience as an engaging trainer, creativity, management ability, strategic thinking and a proven track record in overseeing training, including understanding training methods, industry best practices and digital training. The candidate would ideally have gained their experience within a Christian organisation but this is not essential. As a small team this is currently the only formal training role, therefore the ability to develop the strategy and execute against it with minimal resources is vital.

Role & Responsibilities

General responsibilities

- Work closely with the Ministry Director to develop, manage and execute our training strategy
- Deliver training both digitally and in-person, while also developing other trainers to ensure our training is consistent, engaging, fun and transformational
- Support the Ministry Director in developing the annual training plan
- Manage our online training, including:
 - Developing training pathways for each audience
 - Planning topics, content and identifying relevant contributors to develop material
 - Organising and managing each training session
 - Briefing speakers
 - Providing feedback to speakers internally and externally
 - Gathering feedback from participants and implementing identified improvements
- Work with the Digital Lead to ensure our training offer maximises digital accessibility, attendance and best practice
- Work with the Communications Director to implement strategies to attract, retain and encourage repeat usage of our training materials
- Identify and implement a learning management system to maximise value for participants and help track engagement, retention and impact
- Pioneer, develop and launch the 'training hubs' pilot (geographical hubs for delivering in-person training through a network of trainers who have been trained by us, using a curriculum we have developed)
- Ensuring our training is highly engaging and appealing to a variety of learning styles
- All other responsibilities as required for the successful delivery of the training strategies

Measurable outputs:

- Launch of the 'training hubs' pilot project to the pre-agreed quality and timeframes
- Achieve the agreed target levels of engagement through online and in-person training events
- Achieve the agreed target levels of training quality, as assessed through feedback from participants

Culture:

- Clearly live out and embrace the values of Faith in Kids
- Clearly demonstrate a heart and passion for the ministry and work of Faith in Kids
- Sincere acceptance, understanding and practice of the Statement of Faith, Christian ethos, vision and mission of the charity

Other responsibilities include:

- Being willing to pray with staff and fully engage with our Christian culture
- Being willing to encourage friends and family to support the work of Faith in Kids, if appropriate
- Attendance at organisation events, staff events and conferences
- Undertake all role appropriate training

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances and needs of the organisation.

Person Specification

Education:

- Degree level or equivalent experience
- Training qualification (Desirable)

Experience:

- Essential
 - 3+ years training experience
 - Experience in digital training
 - Experience with a diversity of training approaches to different audiences
 - Developing new and successful training strategies
 - Ability to network well and make connections
- Desirable
 - Pioneering or launching something new
 - 2-3 years experience using a Learning Management System (LMS)
 - Experience with Children's ministry or Church Leadership
 - Experience training others to deliver training (Training the Trainer)
 - Working with a senior leadership team to develop a training strategy
 - Working in a Christian organisation

Skills/Abilities:

- Knowledge of general training strategies and best practice
- An excellent trainer with the ability to read a room and understand how to best communicate with them.
- Passionate and persuasive
- Good organisational skills
- Excellent written and verbal communication skills
- Excellent public speaking ability
- Ability to work accurately, quickly and with attention to detail under pressure
- Ability to make decisions and work in a proactive manner
- Personable, friendly and a positive attitude
- Ability to work using own initiative
- Ability to influence and collaborate across teams, departments and external parties
- Confident computer user including office, g-suite, video platforms & a CRM system
- Ability to think strategically and see the way ahead
- Ability to adapt and learn new things quickly
- Ability to analyse data and make recommendations for improvements
- Ability to manage projects, achieve targets and deliver results
- Ability to manage people including internal and external stakeholders

Christian Commitment

- The candidate must be in agreement with and give practical demonstration of the Faith in Kids statement of faith, ethos statement and organisational values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with the Statement of Faith
- Must be part of a local church

Safeguarding

All adults working in, or on behalf of Faith in Kids have a responsibility to safeguard and promote the welfare of children and adults. This includes: a responsibility to ensure a safe environment in which Faith in Kids can operate. Identify children and adults where there may be safeguarding concerns and to follow the Faith in Kids Safeguarding Policy in addressing any concerns appropriately.

Date Aug 2025