



## Application Pack

# Training Manager

Thank you for your interest in the above role. This pack tells you more about Margaret Pyke Trust, and details of the role. It also gives information on how to apply.

## About Margaret Pyke Trust

Margaret Pyke Trust (the “Trust”) has been a leader in contraception and sexual health for over 50 years. Today, in the UK, we train doctors, nurses and other healthcare professionals about contraception and sexual health, providing the broadest range of training in this area of healthcare. We believe that sexual and reproductive health is an essential part of overall health and wellbeing, and everyone has the right to high quality information and services.

Internationally, we develop projects by collaborating with organisations in low- and middle-income countries, to ensure improvements in sexual and reproductive health information and services. We are also working to change global policy, with our work highlighting why ensuring reproductive choice is a vital element of climate resilience. Removing barriers to family planning are critical issues for those who are passionate about improving health, gender equality, and empowerment, and equally for those who are passionate about the conservation of biodiversity and climate change. With reproductive rights being pushed back around the world, this is an important time to join a unique charity working to ensure everyone, wherever they live in the world, has access to high quality sexual and reproductive health services.

For more information download our latest [Annual Report](#) and our new strategy, [Thriving Together](#).



**Vision** Our vision is a future without barriers to family planning, in a climate resilient world with healthy ecosystems.



**Mission** We accelerate the work of the health sector, to ensure everyone who wants contraception can access it, by changing policy, building partnerships and providing training.

# About UK Healthcare Professional Training



We offer training courses in a range of topics in sexual and reproductive health to healthcare professionals. Our courses are delivered online in various formats and are either open to be booked by individual healthcare professionals or designed for clients in response to particular learning needs. Our team of experienced facilitators and lecturers are engaging and inspiring, and offer a broad range of expertise. The course participants are healthcare professionals – doctors, nurses, midwives, physician associates, healthcare support workers, health advisors, and pharmacists. Our current courses include:

**SRH Essentials for Primary Care** - Designed by the Faculty of Sexual and Reproductive Healthcare, SRH Essentials is a one-day online training covering contraception and STIs for primary care practitioners. The course provides a solid foundation for those who see patients with sexual and reproductive health (SRH) needs but who have had little or no formal SRH training, or provides a useful update for those with some experience.

**Lectures on Demand** - These one hour recorded lectures are delivered by specialist speakers of the highest calibre and provide succinct, up-to-date and essential information, as well as covering new developments, best clinical practice and relevant guidelines, all with an emphasis on patient safety.

**Contraception in Focus** - A half day course to serve as a contraception update for clinical staff with some experience. It is an interactive course designed to update and expand participants' contraception knowledge.

**Bespoke courses** - The Trust has substantial expertise designing and delivering bespoke training courses covering women's health, sexual health and contraception, delivered online. Our bespoke training is designed to meet the learning needs as identified by the client and can incorporate comprehensive updates, local SRH issues, new developments and best practice guidelines, enabling attendees to advise patients confidently and safely.

# Job description

Job title:	Training Manager
Hours:	28 - 35 hours (part time and full time considered)
Location:	Hybrid – home and the Trust’s Archway office
Salary:	£45,000 (pro-rata for part time)
Contract:	Permanent
Reports to:	Head of Operations

## About the role

The Training Manager is responsible for the comprehensive administration, management and promotion of Margaret Pyke Trust’s online training courses for healthcare professionals. This role includes managing course logistics and the freelance team delivering training, monitoring email communications, promoting services, liaising with delegates, clients and clinicians, capturing feedback and managing evaluations.

We are looking for a motivated team player, with a ‘can do’ positive attitude to join our small team. This role provides an opportunity for the post holder to plan and deliver our online UK training courses for healthcare practitioners, working with a range of external clients and subject matter experts. You will need to be an experienced and effective administrator and clear communicator. You’ll be organised and detail orientated, be adept at managing your time and working to consistently high standards.

## **Key areas of responsibility**

### **Course management and administration**

- Schedule and coordinate all UK training programmes and courses, ensuring all organisational details are managed effectively.
- Act as the first point of contact for all UK training matters, providing excellent customer service and support to delegates and clients.
- Develop and maintain systems and process that ensure all UK training courses are run efficiently.
- Work with and develop relationships with subject matter experts, clinicians and partner organisations, curating and creating content as needed.
- Manage freelance facilitators and speakers to ensure the smooth delivery of all courses.

### **Course development and promotion**

- Plan and manage a comprehensive UK training programme in line with the Trust's strategic goals.
- Develop and implement strategies to promote the Trust's UK training courses to potential clients and delegates.
- Plan and deliver an effective marketing strategy for training courses to achieve attendance targets.
- Establish and manage good relationships with NHS Trusts, GP practices and other potential clients.
- Develop digital content of the training materials, design marketing and training materials and keep these up to date and relevant.
- Conduct research and build relationships with organisations, businesses, and individuals to increase course enrolment, and training opportunities.

### **Finance**

- Work to achieve targets for course enrolments and sales of training programmes.
- Ensure income and performance targets for UK training are monitored and reported on.
- Generate and manage invoices for UK training courses.
- Track payments and follow up on outstanding invoices to ensure timely payment.

### **Feedback and Evaluation**

- Capture feedback from delegates, clients, and facilitators through surveys, or other appropriate methods, in order to understand training needs and shape future courses.
- Analyse feedback to identify areas for improvement and implement changes to enhance course quality and delivery.
- Prepare and present evaluation reports, highlighting key findings and recommendations.

## **General**

- Undertake any other duties related to the job purpose and which may be necessary in the Trust's work.
- To undertake all duties in line with the Trust's policies and procedures (eg finance, safeguarding, health and safety), ensuring that the work undertaken actively promotes equality and diversity.

This job description is not exhaustive and is subject to change in accordance with the business needs of the Trust.

# Person Specification

## **Essential**

- Experience of coordinating the delivery of training, events or conferences. This could include event management experience, online courses, or webinar programming.
- Experience of managing successful relationships with stakeholders.
- Excellent project management skills.
- Strong organisational and multitasking skills with a keen attention to detail.
- Ability to work well under pressure, demonstrating an ability to prioritise tasks and meet deadlines.
- Proactive and resourceful with a problem-solving mindset.
- Self-motivated and confident to work unsupervised, with the ability to prioritise own workload.
- Excellent written and verbal communication skills, tailored to suit a range of audiences.
- Financial literacy and management reporting skills.
- Flexibility and willingness to learn new skills.
- Significant working experience using Microsoft tools, and/or Google for Work, and other platforms and technology for a wide range of purposes.

## **Desirable**

- Knowledge of the sexual and reproductive health sector, or the health sector more generally.
- Experience of sourcing trainers or subject matter experts.
- Experience of developing and writing marketing and promotional materials.
- Proven track record of meeting sales targets and promoting services.
- Creativity and an ability to translate ideas into concrete plans and training.

## **Special conditions**

- Willingness to undertake work outside normal office hours may occasionally be required.

# Benefits

- 27 days annual leave per annum, plus Bank Holidays (pro-rata).
- 5% employer pension contribution.
- Enhanced family leave polices.
- Hybrid working.

# How to apply

To apply for the position of Training Manager, please submit your CV and a covering letter, of not more than two pages of A4, detailing your relevant experience, how it matches the criteria, and why you are interested in this role, [training@margaretpyke.org](mailto:training@margaretpyke.org).

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g., attending an interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.

If you would like further information or an informal conversation about this role, please contact Kate Costello, Head of Operations, [kate@margaretpyke.org](mailto:kate@margaretpyke.org)

**Deadline for applications: Midnight, Sunday 12th January 2025**

**Interviews scheduled: Week commencing 20 January 2025**