



## Applicant Pack

### Training and Development Manager (Phoenix Way)

**Salary: £37,000 – £39,000 (pro rata)**

**Starting: Immediate Start**

**Contract: 9 months contract (with a potential 4 more years pending funding)**

**Hours: 37.5 Mon – Fri (per week)**



## A message from the CEO

Thank you for your interest in the role of Training & Development Manager at Impact Hub Yorkshire. We're a small organisation, but with big ambitions for Yorkshire & Humber and its role in the world.

I see our role as an organisation to help unlock the potential of the people and organisations of our region who wish to make a positive difference. Our hope is for Yorkshire & Humber to become Britain's natural destination for social innovators.

As such, Impact Hub Yorkshire is an organisation with many opportunities for career growth and has a team to realise this potential. Our culture is exciting and populated with people who have a can-do attitude and the agility to make most of the region around us. We look for those who are values and culture-driven, not so much defined by the skills they have but their ability to learn and listen to the region we serve.

Our knowledge of and access to the region's unique demographics and diversity allows us to offer a vital multicultural and youthful perspective to the wider world. We believe sharing the lived experiences and solutions of our city creates a vital solidarity with other communities around the world and a sense of being part of global social innovation. Being a member of the Impact Hub global network, brings Yorkshire & Humber into a community of 109 cities and 17000 social entrepreneurs, the largest impact network in the world.

We support new start-ups as well as established social enterprises seeking to grow and scale up. Our work is varied, tackling systemic and operational barriers for organisations led by people from underserved communities and includes, but is not limited to packages of workspace, mentoring, masterclasses and access to programmes of entrepreneurial support and funding.

Though we started with a modest grant of £5000, we've grown year on year to a six-figure turnover in 2021 based on direct revenue and grants. We see this growth continuing and welcome those who believe in our vision to be part of that journey. We can offer you a unique and welcoming workspace, a supportive team and fantastic opportunities for career progression and personal development.

Impact Hub Yorkshire is the regional lead for the Yorkshire & Humber for The Phoenix Way Programme, an exciting new initiative which will see the roll out of new funding and infrastructure schemes targeted towards racially minoritised communities in our region. The Phoenix Way is a racial justice change movement that aims to address the structural barriers & inequalities that communities of colour face and to help to develop a pioneering model that can be replicated to ensure that communities facing poverty, exclusion and discrimination have a say in decisions that impact their lives; put communities in the lead to ensure no community is left behind. The Phoenix Way is more than a funding source but is an approach that recognises and wants to challenge the patterns of racial injustice. Given the nature of this work and its focus, we are looking for applicants with lived experience or those who can demonstrate allyship and ability to connect and engage with racially minoritised communities.

Additionally, we recognise that some groups of people are underserved in our communities and can face barriers to employment in jobs like this one. We would like to encourage people from all backgrounds and communities to apply. We are not looking for particular qualifications and any individual who feels they have the right attitude, skills and capabilities, but not necessarily direct experience, should still apply to us. We would really like to hear from you!

I hope this applicant pack gives you a flavour of our achievements and ambitions - we're at the beginning of an exciting, transformative journey for Yorkshire and Humber. We're excited to see others join us on this journey and see where their talents can lead us. Please do contact me by email if you have any questions about the role or our application process.



**Kamran Rashid**  
**Chief Executive Officer**  
[kamran.rashid@impacthub.net](mailto:kamran.rashid@impacthub.net)

## About the role

**Post Title: Training and Development Manager (The Phoenix Way)**

**Salary: £37,000 – £39,000 (pro rata)**

**Hours: 37.5 hours per week**

**Annual leave: 25 days + 8 Bank Holidays (pro rata)**

**3% Employer Pension Contribution**

**Contract: 9 months (with a potential 4 more years pending funding)**

**Start Date: Immediate Start**

**Location: Impact Hub Yorkshire, 34 Peckover Street, Bradford, BD1 5BD**

**Reports to: Programme Manager (The Phoenix Way)**

## Roles & Responsibilities

The purpose of this role is to coordinate and ensure the smooth running of the Phoenix Way programme in Yorkshire and Humber.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all the usual associated routines are naturally included in the job description.

Workers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

This is an ideal role for someone who wants to work for an exciting new organisation and deliver a high impact programme in our region. We are looking for someone with a can-do attitude, willing to work as part of a team and flexible to the needs of the organisation.

## Requirements:

- All Applicants must have valid permits to work in the UK

## Range of Decision Making:

- Taking responsibility for key decision making around the development and implementation of our programmes

## Responsibility for Assets, Materials etc:

- Access to confidential and sensitive information
- Responsible for keeping accurate and up to date records

## Contacts:

- Will have frequent contact with Elected Members, Government Offices, Senior Statutory and Business Leaders, Voluntary Organisations and members of the public.

## Range of Duties:

- Design and lead the development of culturally responsive training programmes that meet the needs of Black and racially minoritised-led organisations across the Yorkshire & Humber.
- Collaborate with community organisations, sector experts, and delivery partners to co-create learning content, ensuring it reflects lived experiences and systemic challenges.
- Develop modular, accessible training (in-person, virtual, and hybrid formats) covering topics such as fundraising, legal structures, governance, leadership, financial management, advocacy, and sustainability.
- Deliver engaging and inclusive training sessions, workshops, and peer-learning events for a diverse range of participants.
- Identify and work with external facilitators and subject matter experts to complement in-house training offers.
- Facilitate cohort-based learning programmes, communities of practice, and mentoring circles where appropriate.
- Conduct training needs assessments across funded and unfunded community organisations to understand priorities, gaps, and development opportunities.
- Offer one-to-one or small group support to organisations facing complex capacity challenges.
- Develop and implement tools to track participation, engagement, learning outcomes, and impact of training and development interventions.
- Use feedback and data to adapt training content and delivery methods for continuous improvement.
- Contribute to programme-wide learning by capturing case studies, stories of change, and lessons from training activities.
- Collate content and capture key achievements for marketing and social media.



## Range of Duties:

- Build trusted relationships with grantees, community leaders, and sector partners to support their long-term development.
- Ensure all training and development initiatives are co-designed with and informed by the communities The Phoenix Way serves.
- Foster peer connections and networks among participants to encourage mutual support and shared growth.
- Provide thought leadership on issues of capacity-building, leadership development, and sector resilience for minoritised-led organisations.
- Inform the strategic direction of The Phoenix Way by identifying trends, sector needs, and system-level opportunities for transformation.
- Represent The Phoenix Way at sector learning events, conferences, and collaborative initiatives on training and equity.
- Create and curate toolkits, guides, webinars, and learning resources to support ongoing development across the sector.
- Develop digital learning materials and contribute to building an accessible online learning hub or knowledge platform.
- Share insights and resources through blogs, reports, and newsletters to contribute to the wider ecosystem.
- Work closely with engagement manager and development coaches and communications teams to align training activities with programme goals.
- Contribute to internal planning, reporting, and funding applications by providing updates on training outcomes and impact.
- Support cross-team learning by bringing insights from training activities into broader programme development.

## General Duties

We are a small organisation and as such are dependent upon team members willing to be flexible and support one another. In addition to the duties outlined above, there are a number of additional responsibilities that we expect all staff to undertake, regardless of role or seniority:

- Assist at events held in our co-working space
- Cover reception duties when required
- Welcome staff and visitors to our space
- Work flexibly to support the whole team
- Maintain databases and manual records of the organisation.
- Keep the office environment safe, clean and tidy
- To support and be willing to participate in any special projects as required by Senior Management.
- To be responsible for day to day management of IHY assets. Conduct routine tasks
- To carry out other duties commensurate with this post that may be required by the organisation
- To communicate with IHY Directors, corporate partners, funders, and staff, in a confidential, sensitive and professional manner
- To undertake occasional evening and weekend duties as required



# About You

## Essential skills and experience

- A relevant qualification in training, education, organisational development, community development, social justice, or a related field (or equivalent experience).
- Training Design & Delivery - Ability to design, deliver, and evaluate effective training programmes for diverse and community-based audiences. Skilled in both in-person and online facilitation, using interactive, participatory methods.
- Community Engagement & Cultural Competency - Strong understanding of, and sensitivity to, the experiences of Black and racially minoritised communities in the Yorkshire & Humber.
- Capacity-Building Expertise - Proven experience supporting the growth and development of voluntary/community sector organisations through tailored learning, mentoring, or organisational development.
- Communication Skills - Excellent verbal and written communication, with the ability to explain complex topics clearly and accessibly. Comfortable presenting to diverse groups and creating learning materials (toolkits, guides, videos, etc.).
- Monitoring, Evaluation & Learning - Ability to develop learning outcomes, gather feedback, and use data to adapt and improve training content.
- Project & Time Management - Strong organisational skills; able to manage multiple priorities, deadlines, and relationships at once.
- Digital Literacy - Confident using digital tools for remote delivery and collaboration (e.g., Zoom, Teams, Canva, platforms). Able to create and adapt materials for different learning styles and accessibility needs.
- Collaboration & Teamwork - Able to work across teams and partner organisations to co-create and align training with programme goals.

## Desirable skills

- At least 2 years experience in a similar role
- Experience in supporting community grant panels
- Experience in grants distribution
- Experience of designing and implementing organisation development workshops

# How To Apply

- Please send a CV and cover letter to [careers.yorkshire@impacthub.net](mailto:careers.yorkshire@impacthub.net) by **9am on 22nd September 2025**
- Shortlisted applicants will be informed by **22nd September 2025**
- If invited for a formal interview – either on-line or in-person – these will likely take place on **24th, 25th & 26th September 2025**
- This will be an immediate start. However, we can be flexible about this in order to meet candidates pre-existing notice period requirements.

We are unable to provide feedback to candidates not shortlisted for interview due to limited capacity.

We will not discriminate by age, gender, sexual orientation, race, colour, religion, marital status, or disability.

For any queries, please get in touch at [careers.yorkshire@impacthub.net](mailto:careers.yorkshire@impacthub.net)

