



Join Our Team

Recruitment Pack

August 2026

transformyourtraining.org



Welcome

It's an exciting time to join Transform Your Training!

Following the award of multiple contracts, including a major Department for Education programme, we are expanding our team and recruiting for a range of new roles across the organisation, including Careers Project Lead, Delivery Manager, Project Coordinator, Operations Administrator, Learning & Development Facilitator, Head of Marketing and Communication, and Community & Engagement Coordinator.



At Transform Your Training, we believe in the transformative power of learning. Every day, we work alongside organisations that support people and communities, delivering high-quality, values-led training that makes a real difference.

We're looking for talented, passionate people who share our commitment to excellence, collaboration and creating positive change. Whether your background is in training, project delivery, administration, marketing, customer support or something entirely different, we'd love to hear from you.

We know that great people don't always tick every box. If you're excited by our mission, can see yourself contributing to our work, and share our values, we encourage you to apply, even if your experience doesn't match every requirement listed.

Thank you for considering a career with us. We can't wait to hear from you!

Vision, Mission and Values

Our Vision

To lead the way in revolutionising frontline services, through collaboration and community, to create a national standard of high-quality values-led training.

Our Mission

We are passionate about the transformative power of training, promoting equity of learning through expert, tailored, engaging and values-led training solutions.

Our Values

Equity | Excellence | Integrity | Collaboration | Innovation

Want to know more about the story of Transform Your Training?
Visit transformyourtraining.org/our-story.



Our People

Our team is made up of passionate, values-led people who care deeply about the quality and impact of our work.

We bring different skills, experiences and perspectives, but we are united by a shared commitment to learning, collaboration and creating positive change. As a small and growing team, everyone has an important part to play, and we value the ideas, insight and individuality that each person brings.

The way we work together matters to us. We aim to be supportive, open and honest, with strong relationships, clear communication and a willingness to learn from one another.

As a trauma-informed organisation, we are committed to creating an environment where people feel safe, valued and respected. We recognise that everyone brings different experiences, strengths and challenges, and we want our team culture to be built on trust, compassion and inclusion.

Find out more about our team: transformyourtraining.org/team/



At Transform Your Training, you will...

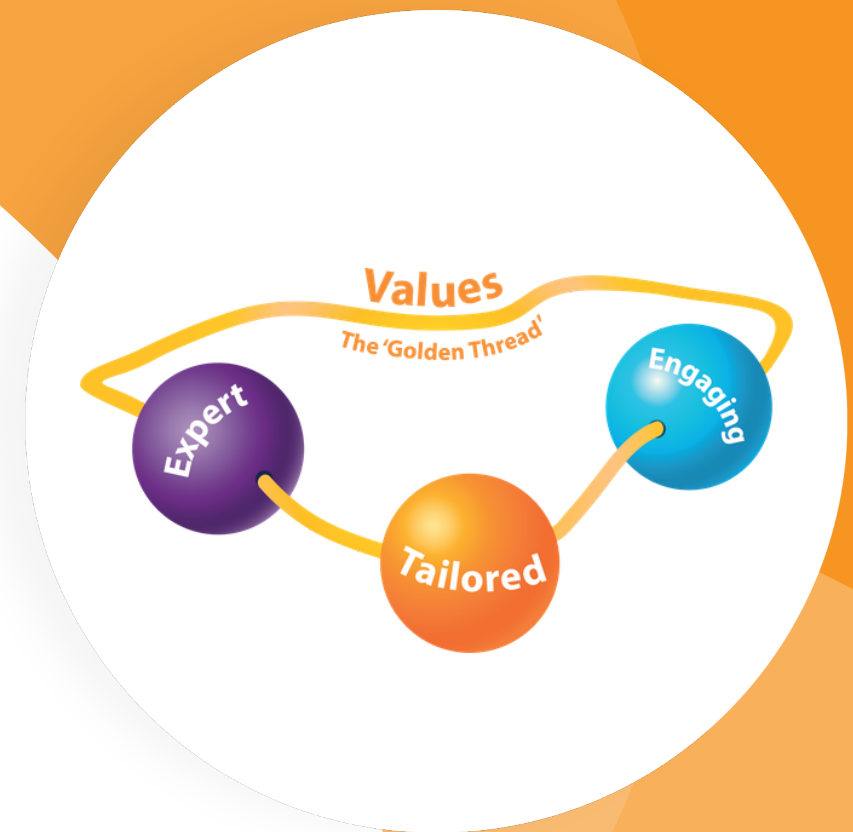
- Work alongside colleagues with both professional and lived experience, bringing different perspectives, expertise and ways of thinking.
- Have genuine opportunities to contribute ideas, challenge thinking and help shape how we grow as an organisation.
- Collaborate with national partners, employers, education providers, subject matter experts and people with lived experience.
- Be trusted to take ownership of your work while receiving support when you need it.
- Contribute to projects that focus on inclusion, participation, workforce development and improving outcomes for people and communities.
- Work in an organisation that values curiosity, learning, professionalism and continuous improvement.
- Be part of a team that cares deeply about the quality of its work and the difference it makes.



Find out more about working at TYT: [The People Behind Our Impact](#)

Our Services

All of our services are delivered using our multi-award-winning Training 4 Influence methodology. This reflects our mission to promote equity of learning through expert, tailored, engaging, and values-led solutions. By embedding our methodology into every service we design and deliver, we create impactful, high-quality training that truly makes a difference.



TayeTraining



TayeInHouse



TraintheTrainer



ThoughtLeadership



TheCommunity

To find out more about our full range of services, please visit
transformyourtraining.org

About the Careers Adviser CPD Programme

The Careers Adviser CPD Programme is a three-year Department for Education programme designed to support careers advisers across England.

Delivered through conferences, expert panels and a structured CPD programme, it will explore a range of themes relevant to careers professionals, including SEND, mental health and wellbeing, priority learner groups, employer engagement and progression pathways. The programme aims to equip advisers with the knowledge, confidence and practical tools needed to strengthen their practice, support young people more effectively and improve future outcomes.

Whilst all colleagues at Transform Your Training contribute across a range of contracts and projects, the Careers Lead, Project Coordinator and Administrator roles are being recruited primarily to support the delivery of this programme. Successful applicants will work closely with partners, stakeholders and participants to translate learning into action, helping careers professionals strengthen their practice and create better outcomes for young people.

Find out more: [Careers Adviser CPD Programme](#)



Department
for Education

How to apply

You can find all details about our roles on our recruitment webpage here: [Link](#)

- Read the job descriptions
- Complete our [online application form](#) or
- Submit a voice / video recording

All application formats are assessed equally.

If you require an alternative format or would like to discuss any adjustments to support your application, please contact admin@transformyourtraining.org

If sending an alternative format by email, please use the subject line TYT Recruitment and include your name and contact details.

We're holding an online Recruitment Information Event on 13th August at 6.30pm-7.30pm.
To RSVP, please join our free online community and RSVP to secure your place: [Link](#)

* If using a video recording, we suggest uploading to YouTube and sending the link to the email address above

Not found your perfect role?

If you have experience in training, facilitation, coaching, careers education or learning and development, we'd still love to hear from you. We offer [freelance opportunities](#), as well as places on our [Train the Trainer programme](#).

[Get In Touch](#)

Transform Your Training



Alone we can do so
little; together we
can do so much
Helen Keller