

Job Description

Our Mission

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

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

Our Values

Integrity | Excellence | Fairness | Collaboration | Innovation

Role Details

Job Title	Project Coordinator (Careers Project)		
Reports to:	Project Lead		
Weekly Hours	Full-Time (40 Hours)	Salary	£28,200 - £31,200
Job Type	Permanent	Location	Hybrid - York base and flexible remote working

Main Duties

Job Overview

At Transform Your Training, we believe learning has the power to change lives. As a Project Coordinator, you will play an important role in helping create engaging, inclusive and values-led learning experiences that inspire confidence, strengthen professional practice and improve outcomes for the people and communities our learners support.

Working closely with the Project Lead, colleagues, facilitators, partners and stakeholders, you will help bring learning experiences to life, supporting everything from learner communications and event coordination to stakeholder engagement, project organisation and continuous improvement.

The Project Coordinator will be responsible for coordinating the day-to-day actions within the agreed project management plan, ensuring tasks are tracked, followed up, documented, and progressed, with oversight and direction from the Project Lead.

Project-specific emphasis: Careers Adviser CPD Programme. For this project, the role will support the coordination of a national CPD programme for careers advisers

across England, including learner communications, cohort scheduling, webinar and Action Learning Set coordination, conference support, stakeholder communication, tracking, reporting evidence, and inclusive participant support.

Key Responsibilities

Project Coordination & Administration

- Coordinate project timelines, cohort schedules, action plans, meetings, and tracking systems to keep delivery organised and on track.
- Coordinate and progress the day-to-day actions within the project management plan, tracking owners, deadlines, updates, dependencies, and follow-up requirements, escalating issues to the Project Lead where needed.
- Maintain project plans, action trackers, risk logs, implementation plans, and delivery documentation.
- Support mobilisation, pilot activity, module rollout, and ongoing programme delivery by coordinating information, actions, schedules, resources, and documentation.
- Coordinate logistics, resources, travel, operational requirements, and day-to-day project administration.
- Champion the principles of the Training 4 Influence methodology, helping ensure project activity remains expert, tailored, engaging and values-led.

Training & Event Coordination

- Coordinate training, CPD sessions, conferences, larger events, peer-learning activity, and engagement opportunities.
- Manage learner communications, bookings, attendance, engagement, completion, support needs, and follow-up.
- Coordinate speaker/facilitator liaison, agendas, venues, online access, materials, accessibility requirements, and event-day logistics.
- Support inclusive, accessible, and trauma-informed delivery, including reasonable adjustments, safe learning environments, and participant support considerations.
- Help create positive learning experiences where participants feel welcomed, supported, included and able to thrive.

Stakeholder Engagement, Communications & Promotion

- Coordinate project communications and promotional activity, ensuring materials are developed, information is clear, timely, accessible, and targeted to relevant audiences.
- Support stakeholder mapping, communication planning, outreach, and demand-led engagement through partner and community networks.
- Build and maintain positive relationships with stakeholders, community groups, partner organisations, and external contacts.

- Support Transform Your Training's professional presence at relevant events, forums, meetings, and engagement opportunities.
- Support the development of a thriving learning community by encouraging connection, collaboration and shared learning opportunities for participants and partners.

Monitoring, Evaluation & Reporting

- Maintain accurate records, contact logs, attendance data, evaluation data, and project tracking systems.
- Support monitoring against agreed outcomes, KPIs, service levels, engagement, completion, feedback, and evaluation requirements.
- Collect and organise feedback, case studies, participant insights, and evidence of impact to support reporting and continuous improvement.
- Coordinate feedback loops, lessons learned, review activity, performance summaries, and project updates.
- Maintain organised digital filing systems for the project, ensuring documents, evidence and records are stored, updated, archived or deleted appropriately in line with internal procedures and GDPR requirements.

Team Support & Coordination

- Provide day-to-day coordination support to colleagues, helping to track priorities, follow up actions, and keep project and operational tasks moving.
- Work collaboratively with internal team members, facilitators, partners, and external contributors to support smooth delivery.

Note: This job description is not exhaustive and may be subject to change as the needs of the organisation evolve.

Person Specification

Applications will be assessed against the criteria in this job description and person specification. Candidates are encouraged to provide clear examples of how their experience, skills, and values align with the requirements of the role.

Qualifications required

- Relevant qualification in project coordination, administration, community development, training, or a related field, or equivalent practical experience.
- Strong literacy and numeracy skills, demonstrated through qualifications, work experience, or equivalent experience.
- Training 4 Influence qualification desirable. Candidates not already qualified must be willing to undertake the training following appointment as all TYT services follow the principles of Training 4 Influence.

Relevant knowledge and experience
• Experience coordinating projects, programmes, training, events, conferences, or similar multi-stakeholder activities. • Experience managing multiple tasks, deadlines, records, trackers, and administrative processes. • Experience communicating with stakeholders, partners, facilitators, delegates, learners, or community groups. • Experience supporting project governance, including action tracking, risk logs, reporting schedules, implementation plans, or delivery documentation. • Experience collecting and organising data to support evaluation, reporting, quality assurance, or continuous improvement. • Experience using Microsoft 365 applications, or confidence to develop this knowledge on appointment. • Experience working within learning and development, training, education, workforce development, or a similar setting is desirable. • Knowledge of the careers, education, and/or youth work sector would be advantageous.
Personal qualities required for the role
• Strong organisational skills, with the ability to plan, prioritise, track, and follow up work effectively. • Clear, confident, and professional communication skills with a range of audiences. • Proactive, adaptable, and solutions-focused, with the ability to work autonomously, manage own workload, and respond confidently to changing priorities. • High level of attention to detail and accuracy. • Collaborative approach, with the ability to build positive relationships and work effectively across teams, partners and external stakeholders. • Ability to handle sensitive information with professional judgement and discretion. • Commitment to Transform Your Training's values, with a respectful, inclusive, trauma-informed and values-led approach that supports continuous improvement. • Passionate about learning and committed to helping create positive, engaging and inclusive experiences for learners and stakeholder.