

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 Lead (Careers Project)		
Report to:	COO		
Weekly Hours	Part time (2-3 days)	Salary	£35,000- £42,000 FTE Pro Rata
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 Project Lead for the National Careers Adviser CPD Programme, you will help shape a nationwide learning experience that inspires confidence, strengthens professional practice and creates meaningful outcomes for careers advisers and the young people they support.

Acting as the central point of leadership and communication for the programme, the Project Lead will work closely with Module Leads, Project Coordinators, Administrators, Community staff, contributors, partners and stakeholders to ensure delivery remains aligned, high quality, values-led and focused on agreed outcomes.

The programme will deliver six specialist CPD modules for careers advisers across England, focused on Special Educational Needs and Disabilities (SEND), Mental Health, Priority Sectors and Future Skills, Looked After Children and Care Leavers, Alternative Provision, and Supporting Parents and Carers in Careers Decision-Making.

Delivery will use a blended model of online learning, webinars, Action Learning Sets, conferences and peer-learning opportunities.

The Project Lead will provide strategic oversight across implementation, quality assurance, learner recruitment, stakeholder engagement, performance monitoring, risk management, contract compliance, social value, co-production and continuous improvement, ensuring the programme delivers meaningful and lasting impact for careers advisers, strengthening their confidence, practice and ability to support young people to thrive.

The role requires someone who can work confidently with senior stakeholders and delivery teams, balance learner experience with operational detail, and turn strategic priorities into practical action.

Key Responsibilities

Programme Leadership & Delivery

- Provide inspiring, values-led leadership for the Careers Adviser CPD Programme, creating the conditions for colleagues, facilitators and partners to deliver exceptional learning experiences and meaningful impact.
- Lead programme planning, delivery oversight and coordination across all workstreams, ensuring programme activity, delivery systems, stakeholders, facilitators, content, recruitment and infrastructure are operational within agreed timescales and contractual requirements.
- Bring colleagues, partners and stakeholders together, ensuring everyone remains informed, aligned and working towards shared goals across the programme.
- Provide leadership and support to Project Coordinators, Administrators, Community staff, Module Leads, facilitators and contributors, ensuring consistency, quality and collaboration across all six programme modules.
- Maintain oversight of programme schedules, delivery plans, implementation activity and resource allocation across the three-year contract.
- Ensure the programme delivers a positive, inclusive and high-quality learner experience throughout the learner journey.
- Champion the principles of the Training 4 Influence methodology, ensuring all programme activity remains expert, tailored, engaging and values-led.
- Foster a culture of reflection, curiosity and continuous improvement where learning is viewed as a journey rather than an event.

Quality, Curriculum & Learner Experience

- Lead programme quality assurance processes, review cycles, pilot activity and improvement plans, ensuring module content, delivery and learner experience meet agreed standards.
- Champion the quality of the learner experience and ensure Training 4 Influence principles remain embedded throughout programme design and delivery.

- Ensure lived experience voices, equity, inclusion and social value are not simply considered but meaningfully embedded throughout programme design, decision-making, delivery and evaluation.

Stakeholder Engagement & Programme Profile

- Work with colleagues and partners to build a thriving national community of careers professionals, encouraging connection, collaboration, peer learning and shared growth across the programme.
- Build strategic relationships and represent Transform Your Training and the programme at national events, conferences, steering groups, sector forums and professional networks, supporting the organisation's external profile across the careers, education and skills sectors.

Performance, Governance & Contract Compliance

- Maintain oversight of programme performance against contractual KPIs, service standards and learner outcome measures, using participation, completion, engagement, satisfaction, confidence, accessibility and impact data to identify strengths, risks and areas for improvement.
- Ensure robust monitoring, evaluation, management information and reporting systems are maintained, with accurate and timely information available for quarterly contract reports, performance updates, impact reporting, social value reporting and programme reviews.
- Use programme systems and data effectively to support planning, reporting, learner experience and continuous improvement.
- Support programme governance, decision-making and escalation routes, contributing to Programme Board meetings, advisory groups and contract review meetings where required.
- Maintain oversight of programme risks, issues, dependencies and mitigation plans, escalating significant operational, reputational, quality or contractual concerns as appropriate.
- Ensure compliance with data protection, safeguarding, equality, accessibility, quality and contractual requirements.

Systems, Improvement & Organisational Contribution

- Contribute to sustainable systems, processes and ways of working that support programme growth, consistency, tracking, reporting, communication, learner experience and delivery excellence.
- Maintain awareness of sector needs, policy developments and employer or education trends that may affect the programme.
- Contribute to cross-organisational communication, planning and delivery improvement, working collaboratively with Directors, Managers, delivery colleagues and operational staff.
- Question and challenge ideas constructively where appropriate, helping TYT maintain a learning culture, ethical practice and high standards of delivery.

- Undertake other duties as required, in line with the level and purpose of the role.

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

Person Specification

Qualifications required
• Relevant degree, professional qualification in project management, leadership, quality assurance, teaching/training or management qualification would be desirable, but not essential where the candidate can demonstrate relevant 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 experience
• Strong programme, contract or project leadership experience within education, training, careers guidance, employability, workforce development, public sector services or a related field, including experience leading complex delivery programmes with multiple stakeholders, partners, contributors or delivery teams. • Experience overseeing quality assurance, monitoring, evaluation, performance improvement and reporting to commissioners, funders or senior stakeholders. • Experience leading mobilisation, implementation or transformation activity within funded programmes or public sector contracts. • Experience using Office 365, project management, learning management and training management systems to support delivery, reporting and stakeholder communication.
Personal qualities required for the role
• A values-led and collaborative leader who enjoys bringing people together around a shared purpose and vision. • Passionate about the transformative power of learning and committed to improving outcomes for others. • Naturally curious, reflective and open to learning, with a commitment to continuous improvement. • Builds positive relationships with warmth, authenticity and professionalism, creating trust with colleagues, learners and stakeholders.

• Adaptable and solutions-focused, able to remain positive and effective in a fast-paced and evolving environment.
Values and approach
• Passionate about the transformative power of learning and committed to creating opportunities for people to grow, thrive and succeed. • Deeply aligned with TYT's values of Integrity, Excellence, Fairness, Collaboration and Innovation, and able to bring those values to life through everyday leadership and decision-making. • Passionate about improving opportunities and outcomes for young people through careers education and professional development. • Naturally curious and collaborative, with confidence to ask questions, challenge assumptions and learn.
Leadership and management
• Ability to lead through influence, clarity and collaboration across multidisciplinary teams. • Ability to manage competing priorities, delivery risks, performance issues and stakeholder expectations. • Ability to support colleagues through change, improvement and implementation activity. • Ability to balance strategic oversight with practical delivery detail.
Communication and relationships
• Excellent relationship management and stakeholder engagement skills. • Confident communicator with strong written, verbal and interpersonal skills. • Able to represent Transform Your Training professionally and warmly with funders, partners, sector bodies and national stakeholders. • Able to translate complex contractual requirements, data and delivery priorities into clear action for teams.
Sector Knowledge - Desirable
• Knowledge of careers education and guidance systems • Understanding of SEND, Alternative Provision, care experience, mental health, inclusion, employability, skills or youth-focused programmes • Experience working with qualified careers advisers, schools, colleges, Careers Hubs, Virtual Schools, Local Authorities or national education partnerships