

Network and Learning Coordinator

Hours: 5 days a week

Status: Permanent

Salary: £28,000-32,000 pa based on experience

Holidays: 25 days + bank holidays (pro rata)

Location: Home-based with some travel to Foyers and team meetings

Reporting to: Head of Programmes and Network

Role Purpose

Are you a detail-oriented, motivated, and focused professional? As we embark on a new five-year strategy, we are seeking a Network and Learning Coordinator to support the development, implementation and engagement in our Advantaged Thinking Learning Community (ATLC) framework and digital platform across our national network of youth Foyers. In addition, this role will help with the coordination of our main network activities including programmes, training and events that provide genuine value and lasting impact.

Foyers and young people who can't live at home are facing an increasingly challenging landscape, including regulatory changes, the cost of living crisis, and lack of access to the right opportunities to earn and learn. The Network and Learning Coordinator will be instrumental in supporting our members to navigate these challenges by supporting local Foyer staff to provide high-quality learning opportunities for young people and building a national community of learners.

Who are we looking for

We are looking for someone with a killer eye for detail, a can-do approach, and a healthy dose of get-up-and-go. You're someone who takes pride in doing things quickly and to a high-standard, and can work well as part of a busy team. You're also extremely personable and a top-notch problem-solver, ready to patiently meet people where they are while guiding them through a brand-new Learning Management System and way of working. The right person for this role ideally will have some experience of facilitating training or events, but if not, they're keen to develop in this area. You're tech savvy, take pride in a well-oiled machine, and are passionate about supporting people to make the most of our offer.

Who we are

The Foyer Federation is a development charity for young people who can't live at home. We bring together a network of youth supported housing projects so that young people have access to the best opportunities and move on positively in their lives.

How we do it

We work in partnership with our network of independent youth supported housing projects to develop quality provision, build partnerships, and deliver programmes, training and events.

Our approach

Advantaged Thinking is our approach to everything we do. It's a lens you can look through to see the world differently.

If we focus on the good in people, in the things they are able to do, on their strengths and resources, rather than their deficits or circumstance, then everyone can have a better chance of happiness.

Advantaged Thinking is a way of believing in the best of everyone. It offers agency, and puts peoples' strengths and aspirations first so they can thrive.

What Foyers are

Foyers are communal supported housing for young people who can't live at home. They are great places to learn with transformative opportunities that develop agency and purpose. They provide a bespoke 'something for something' offer designed around the young person's aspirations, strengths and experiences.

The 'Foyer' was designed to be a high quality alternative to a hostel, integrating housing, education, employability training and personal development for young people. Foyers are run by housing associations or local charities who are committed to investing in young people.

Key Accountabilities

Learning Support

- Oversee the ATLC Learning Management System (LMS) and provide effective support for users and content creators.
- Guide users through a comprehensive induction programme and ongoing engagement with the platform.
- Create, order and curate learning content, working closely with young people (YP), staff, and partners.
- Foster active engagement in the learning community, encouraging participation from both young people and Foyer staff in line with the learning framework outcomes.
- Collaborate with young people to produce content that reflects their voices and experiences.
- Handle the logistics and administration needed to ensure smooth programme delivery and a positive user experience.
- Coordinate the effective collection and communication of impact data through the platform.

Administration and Logistics

- Provide administrative support to ensure the smooth running of our programmes, initiatives, and training sessions.
- Organise key logistics, including venue bookings, catering, and travel arrangements for young people.
- Coordinate schedules and communicate regularly with network members regarding upcoming events, surveys, and key deadlines.
- Make initial contact with leads and coordinate follow-up actions.

Training and Events

- Support the delivery of training workshops and network events, both virtual and in-person, for the Advantaged Thinking Learning Community, one of sales and other initiatives.
- Work alongside the team to facilitate networking opportunities and events linked to our wider programmes.
- Assist in the delivery of specific programmes, such as Advantaged Thinking Award quality development programme, Talent Bond grants and other short term projects.

General Duties

- Ensure compliance with all relevant obligations, including Safeguarding, Health and Safety, Data Protection, and Equal Opportunities.
- Engage in continuous professional development through training and other activities.
- Undertake any other duties as may be reasonably required to support the organisation's goals.

Person Specification

Experience

- Experience working with Learning Management Systems (LMS) or other digital platforms to support learning communities (desirable but not essential).
- Event coordination or training facilitation experience, or a keen interest in developing these skills.
- Experience in the youth or social housing sector, ideally with a focus on young people who can't live at home (desirable).
- Previous experience in project coordination or administrative roles, including stakeholder management, meeting scheduling, record-taking, and appointment setting.

Knowledge

- An understanding of Advantaged Thinking, or a willingness to quickly learn and adopt this philosophy.
- Knowledge of the youth supported housing sector and the challenges faced by young people living in Foyers (desirable).

Skills

- Excellent organisational skills with the ability to manage multiple projects and prioritise workload independently.
- Strong communication skills, both written and verbal, with the ability to engage diverse audiences.
- Confidence and professionalism when speaking with members, often over the phone or via virtual platforms.
- A high level of IT proficiency, particularly in using digital tools to support learning and network management.
- Ability to problem-solve and think creatively to improve user experiences and learning engagement.
- Experience in content creation, particularly for digital platforms, or a willingness to develop these skills.

Attitudes

- A strong commitment to equality of opportunity and the principles of co-production and partnership working.
- A member-focused approach, valuing collaboration and actively seeking to support others in making the most of the resources available.
- A self-motivated, can-do attitude, with a commitment to continuous professional development.
- Passion for youth empowerment and improving opportunities for young people who face barriers to independent living.
- Enthusiastic about the Foyer Federation's values and mission, recognising yourself in these, or committed to adopting them.

Key Competencies:	
1.	Enthusiastic relationship builder
2.	Inspirational communicator
3.	Effective project manager
4.	Empowering enabler
5.	Organised and efficient
6.	Pragmatic and driven

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