**Training & Resources Manager**

**Job Description**

**POST TITLE:** Training & Resources Manager

**HOURS:** 28 hours per week. Hours may increase to full-time (35 hrs) as we continue to grow

**LOCATION:** WOMEN’STEC, 29 Chichester Avenue, Belfast, BT15 5EH

and travel to other WOMEN’STEC locations, including Newry City and Derry City

**SALARY:** NJC Scale SO2 pt 26 (Pro Rata - £36,124 FTE)

**RESPONSIBLE TO:** Head of Operations

**TIMESCALE:** One-year fixed-term contract, likely to be extended dependent on funding

**THE ORGANISATION**

**WOMEN’S**TEC is a social enterprise headquartered in North Belfast. It was born out of a recognised need for the creation of non-traditional training and employment opportunities for women in industries traditionally associated with men, including construction skills, engineering and IT.

**WOMEN’S**TEC supports unemployed women to address the barriers that prevent them from moving into employment or training and embarking on a career in an industry which is lucrative and filled with opportunities for women. A major aspect of our work also involves changing attitudes and perceptions, both amongst employers and women seeking employment.

**PURPOSE OF THE ROLE**

This is a new, people-focused, highly collaborative role that sits at the heart of WOMEN’STEC’s service delivery. As Training & Resources Manager, you’ll ensure our learning environments are safe, inspiring, and fully equipped to support women’s growth and confidence in non-traditional careers. You’ll play a key role in fostering a culture of learning and continuous improvement - supporting tutors, colleagues, and partners to deliver impactful training experiences.

We’re looking for someone who thrives on making things happen - highly organised, proactive, and driven by purpose. Whether it’s coordinating freelance tutors, rolling out new workshop spaces, or finding clever solutions to keep everything running smoothly, you’ll bring motivation, energy, and a people-first mindset to the role. By ensuring our spaces and resources are ready to go, you’re not just supporting programmes and services – you are helping women change their futures.

You’ll be part of something bigger than just a job—you’ll be joining the WOMEN’STEC movement. We’re a passionate, purpose-led team working alongside brilliant volunteers, students, and partners to push boundaries and challenge stereotypes. As our organisation continues to grow, so too do the opportunities. This role offers real scope for professional development and the chance to help shape the future of a dynamic and evolving organisation committed to equality and inclusion.

The postholder will primarily be based in our workshop in Belfast, however you will be required to travel throughout Northern Ireland to support multiple sites and outreach programmes and services, as and when required. Alignment with WOMEN’STEC’s values, particularly in promoting equality and supporting women in non-traditional sectors, is essential.

**KEY RESPONSIBILITIES**

#### **People Management and Collaboration**

* Recruit, onboard, and coordinate freelance tutors to ensure course delivery requirements are met.
* Manage tutor allocations and schedules, supporting timesheet approval and expenses processes.
* Line manage any workshop contracted staff, providing supervision, support, and performance management.
* Support tutors and workshop staff to uphold high standards of health & safety and resource management.
* Collaborate with programme coordinators to ensure courses, including content and methods of delivery, are relevant and practical to meet the outcomes of our programmes

#### **Scheduling and Logistics**

* Coordinate the scheduling and allocation of physical resources, equipment, and spaces to align with programme delivery across multiple sites.
* Plan and manage the transportation of outreach kits, tools, and materials, ensuring timely setup for courses and events.
* Manage the WOMEN’STEC van, including maintenance, usage policies, and booking systems. Responsibility for implementation and adherence of staff to the Van Use Policy.
* Liaise with Programme Coordinators to align logistical planning with course timetables, avoiding scheduling conflicts or resource shortages.

#### **Resource and Stock Management**

* Establish systems and processes for managing the resources and facilities duties
* Manage the procurement, storage, and distribution of materials, tools, and equipment across all WOMEN’STEC sites and outreach locations.
* Maintain accurate stock inventories, ensuring all workshops and outreach kits are fully resourced and operational.
* Oversee regular stock audits, equipment checks, and maintenance schedules to ensure safety and efficiency.
* Manage relationships with suppliers, ensuring value for money and adherence to procurement procedures.
* Forecast future resource needs to support programme growth and new workshop development.

#### **Workshop Development**

* Support the setup of new workshop locations, ensuring resources, equipment, and systems are in place.
* Contribute to the continuous improvement of resource management processes and procedures.
* Identify opportunities to improve efficiency and sustainability across WOMEN’STEC’s physical operations.
* Provide operational insights to support funding applications related to equipment and facilities

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#### **Health & Safety and Compliance**

* Lead on the health & safety procedures for all workshops, outreach delivery, and vehicle use.
* Ensure all tools, equipment, and environments comply with safety regulations, conducting regular risk assessments.
* Coordinate staff and tutor training in health & safety, first aid, and other compliance requirements.
* Act as the key contact for ISO compliance related to resources and facilities.
* Training can be provided to the postholder in Health & Safety and Compliance.

#### **General**

* Represent WOMEN’STEC’s values in all aspects of your work, promoting equality and supporting women in non-traditional sectors.
* Undertake any other duties as required, relevant to the scale and responsibilities of the role.

**PERSON SPECIFICATION**

This role requires exceptional organisation, problem-solving, teamwork, and leadership skills alongside the ability to work independently and take ownership of complex logistics. You will need to juggle competing priorities, adapt to changing circumstances, and maintain high standards across multiple sites and projects.

You will be someone who thrives on keeping lots of moving parts working smoothly—from managing stock and equipment to coordinating people and resources—ensuring the successful delivery of courses and outreach programmes.

You’ll collaborate positively and closely with colleagues, tutors, suppliers, and delivery partners, using your initiative, determination, and strong communication skills to keep operations running efficiently, safely, and in line with WOMEN’STEC’s values.

**Essential**

* 2 years’ experience of people and relationship management
* 2 years' experience in operations, logistics, or resource management.
* Excellent communication and interpersonal skills.
* Strong project management and organisational skills.
* Experience managing stock, procurement, and budgets.
* Proficiency in MS Office and digital systems.
* Full driving licence and willingness to travel across NI.
* Proven ability to manage multiple sites or projects.
* Alignment with WOMEN'STEC's values and mission.

**Desirable**

* Knowledge of trades, construction or similar sectors
* Experience managing mobile resources (vehicles, kits, etc.)
* Knowledge of Health & Safety regulations.
* Budget management experience
* Experience in recruitment and onboarding of staff or freelancers

**ESSENTIAL SPECIAL CIRCUMSTANCES**

Willingness to work unsociable hours when required

Full Driving License and ability to travel throughout Northern Ireland

Understanding and supportive of the values and ethos of WOMEN’STEC and the promotion of equality

**BENEFITS**

* 25 days annual leave entitlement plus statutory holidays (pro rata). After two years’ service, one extra day’s leave will be given each year up to a maximum of 29 days (or pro rata for part-time roles)
* 6% Employers’ Pension Contribution
* Healthcare after 6 months service
* Life assurance cover (4x salary)
* Flexible working options
* Opportunities for continuing professional development as part of a growing organisation

**Notes:**

**This job description is not intended to be exhaustive in every respect, but rather to define the fundamental purpose, responsibilities and dimensions for the role.**

**In addition to the contents of this job description, employees are expected to undertake any and all other reasonable and related tasks allocated by the CEO.**