



Digital Learning and Projects 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

Advert Text

Are you a detail-oriented, motivated and focused professional? A digitally savvy person with a passion for learning?

Role Purpose

Foyers are transformational living and learning environments for young people who can't live at home, where they can realise their power and purpose. However, access to high quality learning opportunities and progression routes can be sparse, and funding for learning in Foyers has been significantly reduced. Our vision is to build a creative learning and development environment that is shaped by the Foyer community and is accessible to any young person in a Foyer.

Our Advantaged Thinking Learning Community (ATLC) framework and digital Learning Management System (LMS) will provide an environment for young people to thrive, with space for collaboration, learning and personal development in a supportive community they can help to build. We are co-creating a bank of accessible and engaging learning materials, embracing existing learning programmes in Foyers while stimulating new approaches by creating a 'living curriculum' that remains relevant to people's aspirations.

In spring 2025, we will be launching the ATLC across our network of youth Foyers, adding to our existing offer of programmes, training and events. We're looking for a passionate Digital Learning and Projects Coordinator to nurture the LMS, coordinate our network activities, and help us grow 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 savvy and clued up about how the latest digital tools can help you with the day-to-day, and love figuring out how stuff works. 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 creative problem-solver, ready to patiently meet people where

they are while guiding them through a brand-new LMS and way of working. You're proactive, take pride in a well-oiled machine, and are passionate about supporting people to make the most of the opportunities available to them.

Who is the Foyer Federation?

Our vision is that all young people who can't live at home can realise their power and purpose.

Our mission is to support the development of transformational living and learning communities (Foyers) for young people experiencing homelessness.

We have five **core values** that every member of our team upholds in all aspects of our work:

- **Authentic:** Authentic leadership is about sticking to your values, being comfortable in your own skin and not trying to be someone you're not.
- **Brave:** Courage is about having the inner quiet confidence to stand up for what really matters to you.
- **Loving:** Love is at the heart of all we do. It means genuinely looking out for the world around us, and knowing when to be tough and when to be kind.
- **Maverick:** Mavericks are born to be original, quirky and maybe even a bit unpopular to shake things up and make them better.
- **Savvy:** Savviness isn't a science; it's a mindset. It's about being smart and creative while keeping one eye on the now and one at the end of the game.

We work in partnership with our national network of Foyers to develop quality provision, build partnerships, and deliver programmes, training and events.

What are Foyers?

Transformational places for young people who can't live at home.

Foyers are high quality living and learning environments for young people aged 16-25 who are experiencing homelessness. Every Foyer is committed to being a place of:

- **Purpose:** where young people can grow, develop and thrive.
- **Choice:** with bespoke opportunities to learn, be involved, be yourself and have new positive experiences.
- **Safety:** with a high quality service; a safe, secure and inviting environment; and a culture of trust.
- **Inspiration:** where people with clear roles and responsibilities can coach, develop relationships and build skills with others.
- **Community:** where young people belong and are connected to something bigger.

Foyers are more than a place to stay: they are thriving communities, providing a holistic development offer for young people.

Foyers work with young people to build on their strengths, share power and amplify their voices and achievements.

The Foyer model takes an **Advantaged Thinking** approach, starting with young people's aspirations and creating an offer to help them grow.

What is Advantaged Thinking?

The Foyer Federation developed the Advantaged Thinking approach to challenge and take action against the prevailing deficit-based culture and services commissioned and delivered to young people.

Advantaged Thinking is at the heart of Foyers, promoting young people's strengths rather than defining them by their circumstances.

It's all about taking a positive view through positive action. Understanding ability, recognising qualities, promoting achievements and inspiring what is possible.

Key Accountabilities

LMS and Digital Support

- Oversee the ATLC Learning Management System (LMS) and provide effective support for users and content creators (staff and young people). You will be the go-to person for all things LMS!
- Guide users through a comprehensive induction programme and ongoing utilisation of the platform, working to understand their challenges and find solutions to enable access and engagement.
- Create, order, curate and adapt learning content, working closely with young people, staff, and partners.
- Proactively maintain and grow your knowledge of the platform to enable us to continually improve the experience for our network.
- Handle the logistics and administration needed to ensure smooth programme delivery and a positive user experience.

Learning Support

- 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.

- Coordinate the effective collection and communication of impact data through the platform and use this to continually improve our work.

Project Management and Administration

- Contribute to the effective project management of the ATLC and lead on short-term projects such as Talent Bond grants.
- 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.

Training, Programmes and Events

- Deliver training workshops and network events, both virtual and in-person.
- Assist in the delivery of other programmes, as and when needed.

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

- Working with Learning Management Systems (LMS) or other digital platforms to support learning communities (Essential).
- Training facilitation (Essential).
- Project coordination or administration, including stakeholder management, meeting scheduling, record-taking, and appointment setting (Essential).
- Event coordination (Desirable).
- Experience in the youth or social housing sector, ideally with a focus on young people who can't live at home (Desirable).

Essential Skills

- 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.
- 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.
- Content creation, particularly for digital platforms.

Attitudes

- A member-focused approach, valuing collaboration and actively seeking to support others in making the most of the resources available.
- A strong commitment to equity and the principles of co-production and partnership working.
- A self-motivated, can-do attitude with a tenacious approach to problem-solving and a commitment to ongoing 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.	Organised and efficient
2.	Pragmatic and driven
3.	Digitally savvy
4.	Effective project manager
5.	Inspirational communicator
6.	Enthusiastic relationship builder

The Foyer Federation, Work.Life Core Building, 30 Brown Street, Manchester, M2 1DH
Website: www.foyer.net Registered in England and Wales: 2699839 Registered
 Charity number: 1040482