

Candidate Information Pack

Head of Training, Learning & Development

£39,192.26 FTE

North or South Wales Office based role with Hybrid Working permitted



**Early Years
Wales**
Blynyddoedd
Cynnar Cymru

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Welcome from the CEO



Dear Candidate,

Thank you for your interest in joining Early Years Wales.

We are delighted that you are considering becoming part of our team at such an exciting time in our development. Across Wales, the importance of high-quality early years education and childcare has never been more widely recognised, and we are proud to play a leading role in supporting children, families and the workforce at the heart of our sector.

At Early Years Wales, we believe ***every child deserves the best possible start in life.*** That belief shapes everything we do, from influencing policy and supporting professional learning to championing quality practice and providing practical support for those working with young children every day.

As we look ahead to the next phase of our journey, ***we are seeking talented people who share our commitment to making a difference.***

This role offers an opportunity to contribute to work that has a real impact on children, families and the early years workforce across Wales.

We are a values-led organisation with a strong sense of purpose. Through advocacy, training, member support and innovation, every role contributes to positive outcomes for children and families.

I hope this Candidate Information Pack gives you a sense of who we are, the work we do and what it is like to be part of our team. We look forward to learning more about you and the skills and experience you could bring to Early Years Wales.

Thank you again for your interest, and I wish you every success with your application.

Best wishes,

David Goodger

CEO, Early Years Wales

Our Story

For more than 60 years, Early Years Wales has been championing children, families and the early years sector. Today, we are Wales' leading membership organisation for early childhood play, learning and care, supporting providers, practitioners, volunteers, parents and communities to create the best possible experiences for young children.

As we approach our 40th year as an independent Wales-wide charity in 2027, we continue to shape the future of the sector through professional learning, advocacy, business support, quality improvement, research and partnership working. Our influence reaches across Wales, from local settings and parent groups to government policy and national initiatives.

Everything we do is guided by a simple belief: every child deserves the opportunity to play, learn and thrive. We work to create the conditions that make this possible, supporting the workforce, services, systems and communities that surround children during their earliest and most important years.

With a highly skilled team working across Wales, strong partnerships with local authorities, Welsh Government and sector organisations, and a reputation for trusted, evidence-informed leadership, Early Years Wales is uniquely placed to support and strengthen the sector at every level.



Our Mission

To ensure every child in Wales has the best possible start in life by supporting the people, services, systems and opportunities that help children play, learn and thrive.

Our Vision

A Wales where every child has access to high-quality early childhood play, learning and care, where families are supported, and where the early years workforce is valued, empowered and recognised for the vital role it plays in society.

What We Believe:

At Early Years Wales, we believe that:

- Every child has the right to an excellent start in life and the opportunity to play, learn and thrive.
- The early years lay the foundations for lifelong learning, development, health and wellbeing.
- High-quality early childhood play, learning and care benefits children, families, communities and society as a whole.
- The early years workforce deserves recognition, investment and support to deliver the very best outcomes for children.
- Strong, sustainable childcare services are essential to thriving communities across Wales.

Our Values

Our work is guided by the principles of:

Integrity ● **Collaboration** ● **Accountability** ● **Openness** ● **Respect** ● **Development**

Our Impact

For more than six decades, Early Years Wales has been helping to shape and strengthen the early years sector across Wales. Today, we support almost 1,000 members, work in partnership with local authorities, Welsh Government and national organisations, and deliver training, resources, advocacy and professional support that reaches communities across the country.

As a trusted voice for the sector, our work spans everything from workforce development and quality improvement to policy influence, research and innovation. We support childcare providers, childminders, voluntary organisations, playgroups, practitioners and parents, helping to create the conditions that enable children to thrive. Whether championing play-based learning, promoting the Welsh language, supporting governance and sustainability, or advocating for investment in the sector, our focus remains firmly on improving outcomes for children and families.

In 2025/26, we supported 867 members, delivered 50 training opportunities, welcomed more than 1,100 learners onto professional development programmes and provided specialist governance support to over 280 organisations and settings. Through our networks, partnerships and programmes, we continue to influence practice, shape policy and strengthen the early years workforce across Wales.

As Early Years Wales approaches its 40th year as an independent Wales-wide charity in 2027, we remain ambitious about the future. We believe every child deserves the best possible start in life, and we are committed to creating a Wales where high-quality early childhood play, learning and care are recognised as essential foundations for lifelong wellbeing, development and success.



Our Future



Our ambitious strategy is built around five interconnected priorities that together strengthen the early years sector and improve outcomes for children and families across Wales:

01

Sustainable, High-Quality Childcare Services

Supporting settings, charities and community groups to provide accessible, sustainable and high-quality services.

02

A Skilled, Valued and Qualified Workforce

Championing professional learning, workforce development and career progression across the sector.

03

Support for Parents and Families

Empowering parents and carers with information, guidance and opportunities to support their children's development.

04

Promoting a Positive Start for Every Child

Advocating for child-centred, play-based approaches that help children flourish during their earliest years.

05

Advocacy and Influence

Representing the voice of the sector and influencing policy, funding and decision-making at local and national levels.

Why Work With Us?



At Early Years Wales, we know that our people are our greatest strength. Every member of our team plays an important part in supporting children, families and the early years workforce across Wales. Whether influencing policy, delivering training, supporting members or developing new services, our work makes a real difference to the lives of children and communities.

Make a Difference

This is more than a job. By joining Early Years Wales, you'll contribute to work that helps shape the future of early years education and childcare across Wales. The decisions we make, the support we provide and the partnerships we build all contribute to ensuring children have the best possible start in life.

A Flexible Approach to Work

We recognise that people work best when they have flexibility and trust. Many of our roles offer home-based or hybrid working, supported by opportunities to collaborate with colleagues, partners and members across Wales. We focus on outcomes, wellbeing and maintaining a healthy work-life balance.

Work with Purpose and Values

Everything we do is guided by our shared commitment to children, families and the sector we serve. We value integrity, collaboration, openness, accountability and continuous learning, and we strive to create an environment where colleagues feel respected, supported and empowered to contribute their ideas.

Develop Your Career

We are passionate about learning and professional development. We encourage colleagues to build their skills, broaden their experience and pursue opportunities for growth. Whether through formal training, mentoring, sector engagement or new projects, we are committed to helping our people reach their full potential.

A Supportive Culture

We are a friendly, collaborative and values-led organisation. Our colleagues bring a wealth of expertise, experience and passion for the sector, creating a culture where people work together, share knowledge and celebrate success. We believe that the best outcomes are achieved when everyone feels able to contribute and be themselves.

Looking After Our People

We understand the importance of wellbeing and are committed to creating a positive working environment where people can thrive. We aim to support colleagues through flexible working arrangements, professional development opportunities and a culture built on trust, respect and understanding.

Join us and become part of an organisation that is shaping the future of early years in Wales while supporting children, families and communities to thrive.



Working Together

At Early Years Wales, collaboration sits at the heart of everything we do. While this role leads the Training, Learning and Development function, it also works closely with colleagues across membership, policy, finance, communications and corporate services to deliver the greatest impact for children, families and the workforce across Wales.

Reporting directly to the Chief Executive Officer, the Head of Training, Learning and Development is a member of the Senior Leadership Team and plays a key role in shaping organisational strategy, developing services and leading a high-performing team committed to professional learning and sector improvement.

Reporting Line:



About the Role



Job Title:	Head of Training, Learning and Development
Reporting to:	Chief Executive Officer
Line management of:	Welsh Language Team, Project Support Officer, Quality Assurance (QfA), Associate Tutors
Based at:	North or South Wales Office based role with Hybrid Working permitted
Hours:	Full time, 35 hours per week 52 weeks of the year
Salary:	£39,192.26 FTE
Probation Period:	6 months
Notice Period:	Up to 12 weeks
Benefits:	23 days holiday per annum plus bank holidays, increasing on length of service. Contribution to company pension. Hybrid working with up to 60% of allocated time available to work flexibly.

Purpose of Role

- Provide leadership for all Early Years Wales' training, learning and development outputs.
- Strategically, plan and implement a cohesive programme of learning and resources to support early years practice.
- Strategically influence the operational plan, including effective and honest self-evaluation and improvement setting.
- Work with Welsh team to coordinate and manage WESP responses and meet Cwlwm targets for Welsh language improvements in the childcare sector.
- Contribute to the leadership group and drive actions related to strategic priorities.

Main Duties

- Develop, plan, and implement a learning/training programme to meet the needs of the Early Years workforce.
- Identify current and future learning needs within the Early Years workforce.
- Monitor and evaluate all learning/training delivery.

- Participate in the selection and appointment of suitable freelance Training Associates to deliver learning/training programmes on an assignment-by-assignment basis.
- Create online training opportunities.
- Work with the administration team to set up, monitor and evaluate booking systems.
- Take the lead in strategic (and where needed) operational delivery of learning/training projects.
- Create a project plan for the design and implementation of the learning / training programme including timelines, dependencies, resources (human and financial), and milestones.
- Co-ordinate the process of receiving and signing off contracts (ultimate decision is by Chief Executive)
- Maintain Early Years Wales' in-house training portfolio and extend this over time

Project Management

- Take the lead in operational delivery of learning/training projects working with Leadership group.
- Understand requirements and constraints of contracts including reporting timelines.
- Create project plan for the design and implementation of the learning / training programme including timelines, dependencies, resources (human and financial), and milestones.
- Identify a range of training venues throughout Wales, ensuring that they are suitable and meet health and safety standards.
- Establish monitoring systems to evaluate training.
- Prepare reports in accordance with contractual requirements, ensuring they are signed off in advance and copied to Finance.
- Attend operational contract meetings as required

Stakeholder Management / Strategy

- Ensure wider stakeholders (new and traditional) are aware of the training and development outputs available to them.
- Have awareness of the early years landscape, including but not limited to ECPLC, NMS, Early Education, Cymraeg 2050 and the childcare expansion plans
- Target new membership areas including (but not limited to), schools, parents, public health.

Tenders / Bids

- Identify opportunities for revenue generation, via delivery of learning/training programmes, tenders and commercial relationships.
- Work with LA commissioning officers to promote opportunities and partnership working.

Marketing / PR

- Work collegiately with CEO, internal colleagues and other stakeholders to promote and market engaging learning and training opportunities.
- Create and share impact case studies, course evaluations and feedback to the wider Early Years Wales audience.
- Promote membership through professional networks including individual, student and commercial / professional networks.

Personal Development

- Keep aware of developments and best practice in your field of expertise.
- Take responsibility for your own personal development by raising ideas and opportunities with your line manager at any time.
- Maintain a personal CPD log.

HR

- Lead and Manage learning and development roles and SLAs including (but not limited to), Welsh, QfA, and associate tutors
- Support CEO in strategically planning for and enhancing the skills of people in the staff team in Early Years Wales, particularly with quality, contemporary early years practice

Budget Management

- Develop the budget for the learning/training projects for approval in accordance with the Finance Manager's timetable in liaison with CEO
- Monitor budgets for internal and external funded work

Person Specification



EXPERIENCE:

Essential:

- Experience of writing learning / training materials for the early years workforce
- Experience of managing local authority / Welsh Government / externally funded projects
- Experience of working with disparate teams
- Experience of working or volunteering in early years settings
- Sound understanding of the importance of the links between play and child development, including the first 1000 days of childhood.
- Experience of quality assurance of training

Desirable:

- Experience of delivering and assessing accredited qualifications and / or creating accredited training
- Experience of the development of and use of online learning programmes
- Experience of collating data and information
- Ability to speak Welsh / commitment to learning Welsh to A2 level (Can handle simple routine tasks and short exchanges).
- Experience of managing budgets
- Experience of tendering or bidding for grant funding

QUALIFICATIONS:

Essential: Suitable qualifications to demonstrate competence to deliver against role objectives.

This could include:

- Leadership / management qualifications (or suitable experience as a leader or manager)
- Childcare / training/ assessing qualifications.
- Transferable qualifications that demonstrate a suitability for the role, CCPLD, Early Childhood Studies degree or similar, Education Degree or PGCE

SKILLS:

Essential:

- Ability to work strategically, prioritise workflow, meet objectives, respond to tight deadlines and contribute to the leadership values of Early Years Wales.
- Ability to communicate orally and in writing with people from a wide variety of backgrounds.
- Ability to develop engaging and informative training materials (lesson plans and resources)
- Ability to carry out research and engage with local communities.
- Ability to work independently and use your initiative
- Ability to work alone and as part of a team
- Competence to manage a team

How to Apply



Thank you for your interest in joining Early Years Wales.

To apply for this role, please submit:

- A completed application form (click here to [download](#))

Please send your application to: info@earlyyears.wales

Key Dates

Applications Close:

Sunday, 8 November 2026 at 11:59

Interviews:

Monday, 23 November 2026

Interviews will be held in person

Questions?

If you would like an informal discussion about the role before applying, please contact:

David Goodger
CEO, Early Years Wales

Email: davidg@earlyyears.wales

Telephone: 07818 404222

Equality, Diversity and Inclusion



At Early Years Wales, we are committed to creating an inclusive workplace where everyone feels valued, respected and able to thrive. We welcome applications from people of all backgrounds, experiences and communities, and we recognise that diverse perspectives strengthen our organisation and the work we do.

We are committed to providing an accessible and inclusive recruitment process and will make reasonable adjustments where required.



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