

Training and Capacity Building Manager Required for London-based Charity

FORWARD (Foundation for Women's Health Research and Development)

42,500 (FTE) | 35 hours per week | Hybrid | 12-month fixed term (with possibility of extension)

Are you an experienced training and learning professional passionate about building the skills, knowledge, and confidence of individuals and organisations working to end violence against women and girls?

FORWARD is a leading African women-led organisation working to end violence against women and girls, including FGM, child marriage, domestic abuse, and faith-based abuse. As we continue to grow, we are looking for a Training and Capacity Building Manager to lead and develop our training, learning, and organisational capacity-strengthening work.

This is an exciting new role that will help shape the next chapter of FORWARD's training and capacity-building work, supporting staff, volunteers, partners, and wider networks to develop the skills and knowledge needed to deliver sustainable, inclusive, and trauma-informed change.

About the Role

You will lead the development and implementation of FORWARD's training and capacity-building strategy, ensuring our learning offer is innovative, impactful, and aligned with organisational priorities. You will identify learning needs, design and deliver high-quality training programmes, and develop practical resources that support staff, partners, community women, young women, and professionals.

You will oversee training delivery, quality assurance, evaluation, and continuous improvement, ensuring learning is accessible, culturally responsive, and rooted in adult learning principles. You will also work closely with external trainers, consultants, partners, and stakeholders to strengthen organisational and sector-wide capacity.

As a member of the Senior Management Team, you will contribute to organisational planning, budgeting, partnership development, and growth opportunities, including supporting income generation through training and commissioned learning programmes.

We are looking for someone who:

- Has significant experience in training, learning and development, facilitation, capacity building, or organisational development.
- Has experience designing and delivering engaging training programmes for adult learners.
- Are confident developing learning materials, toolkits, facilitator guides, and blended learning resources.
- Has experience managing staff, consultants, trainers, or learning providers.
- Has strong project management, planning, and budget management skills.
- Is an excellent facilitator and communicator who can engage diverse audiences and create inclusive learning environment.
- Is able to build strong relationships with partners, stakeholders, and external networks.
- Has experience monitoring and evaluating learning and capacity-building programmes.
- Is committed to equality, diversity, inclusion, and culturally responsive practice.
- Shares our commitment to gender justice and improving outcomes for African women and girls.

Experience working within the charity, NGO, voluntary, or social justice sector is strongly preferred. Experience in organisational capacity strengthening, donor-funded programmes, digital learning platforms, and partnership development would be an advantage.

Why work at FORWARD?

We are a values-driven organisation committed to equality, dignity, and wellbeing. We encourage creativity, collaboration, and continuous learning, and we are committed to building a diverse and inclusive team. We offer flexible working, generous annual leave, a pension scheme, Employee Assistance Programme, and opportunities for training and professional development.

How to apply

Please email **your CV and a separate supporting statement** specific to this position to recruitment@forwarduk.org.uk by the application deadline below.

In your cover letter, please don't repeat the information covered in your CV, but do include how you meet the job specifications and why you feel you're the best person for this role. Your covering letter should include:

- Why you would like to work for FORWARD?
- Why this particular role interests you?

Please use the job description and person specification information in this application pack to detail your suitability. If you would like to submit your application in a different format, please get in touch via email or phone (020 8960 4000) and we can discuss how best to facilitate your request.

CVs submitted on their own, without a supporting statement, will not be considered.

If this opportunity sounds exciting to you but your experience, skills or qualifications don't match every requirement exactly, we would still encourage you to apply - you may just be the perfect fit.

FORWARD is committed to promoting equal opportunities in employment. Applicants will receive equal treatment regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

This post is restricted to women applicants only, as a genuine occupational requirement under Schedule 9, Part 1 of the Equality Act 2010.

If you would like to discuss any aspect of the role or the application process, please email recruitment@forwarduk.org.uk and we would be delighted to discuss any queries you may have.

Application deadline: **05th November 2026**

Interviews: **Week commencing 23rd November 2026**