

Trussell Trust Role Profile: Head of Learning and Development



Directorate:	Operations and People
Responsible to:	Director of People
Responsible for:	Learning and Development Specialists
Salary:	£45,000 p.a. plus benefits
Hours	Full-time (37.5 hours per week)
Based:	Home based, within the UK

Role outline

To define, plan and support delivery of an excellent Trussell Trust people experience, across all our audiences. Provide strong and effective leadership to the Learning and Development Team and be responsible for driving the strategic direction on Learning and Development activities that support the Trussell Trust's aims and objectives as detailed in the People Strategy. Leading a team of people passionate about delivering an excellent people Learning and Development offer.

Key Responsibilities:

- The Head of Learning and Development will enable Trussell Trust's strategy leading the delivery of an excellent, fit for purpose, cost effective and innovative Learning and Development Team
- Lead the design and delivery of activities for developing leadership, management and core skills, Talent and succession planning across the organisation
- Advise the Senior Leadership Group and People and People and Culture board, via the Director of People, on legal compliance and risk mitigation, protecting the organisation's interests and reputation.
- Provide an end to end learning offer for all training requirements for all audiences across the Trust
- Work strategically with external organisations and partners to inform and influence on the changing training needs of audiences
- Develop close working relationships internally and externally to enable a culture of collaboration, and, in doing so, ensure that the department works in a similar fashion towards an inclusive culture and learning environment
- To deliver and/or contribute to the delivery of key elements of the People Strategy
- Work in Collaboration with Head of People and Culture teams and Director of Diversity and Inclusion to ensure the Learning and Development Strategies are in alignment
- Reflect the values of the Trussell Trust, role-modelling leadership behaviours and acting as an advocate of the culture, diversity and inclusivity, ensuring it thrives throughout the organisation
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team
- Promote collaborative working across the team and with other teams across The Trussell Trust
- Any other reasonable duties as specified by your line manager or members of the executive team to support the work of the Trust

Person Specification

Requirement	Measures of success (Key Performance Indicators)
Significant experience of developing and implementing learning strategies and initiatives	Demonstrates experience of developing and implementing Learning and Development initiatives within a charity or similar sector
Learning and Development experience	Understands that continuous development of leadership capability is key to unlocking performance and hence able to effectively plan, deliver and evaluate engaging L&D programmes
Professional qualifications	Member of CIPD; minimum level 7 in Human Resources Development qualification or equivalent demonstrable experience Committed to professional development
Ability to lead and influence	Strong leadership skills and management skills: motivating, inspiring, and encouraging; challenging and decisive Agile thinker: incisive; able to switch between strategic and tactical modes and to critically analyse information; open to change and new ideas; predictive and curious Strong communication skills: persuasive and influential; diplomatic; effectively builds rapport with individuals and groups; presents information accessibly and in a format appropriate to the audience
Excellent budgeting skills	Track record of sound budgeting and of working within budget and budget management
People Experience	Extensive and highly-developed specialist knowledge of the principles of L&D gained in the context of a complex and/or changing organisation Experience of embedding cultural and process change programmes Able to identify and adopt to individuals learning styles Sound knowledge of latest development progress in the UK; confidence applying the principles to complex real-world scenarios
Work through challenges in positive and effective ways Clear understanding of the need to maintain confidentiality Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos	Demonstrates resilience, resourcefulness, flexibility and perseverance Demonstrates personal integrity and commitment to the values of the Trust Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds Able to represent the Trust and its values effectively
Commitment to occasional need to work outside of normal working hours and to travel throughout the UK.	Willing to be available for work related travel.