Learning and Development Specialist
APPLICANT INFORMATION PACK

www.trusselltrust.org
Welcome from
Emma Revie, Chief Executive

The work of our foodbank network is inspiring, but we face significant challenges ahead. Between 1st April 2019 and 31st March 2020, food banks in the Trussell Trust network distributed 1.9 million three-day emergency food supplies to people in crisis, a 18% increase on the previous year. More than 700,000 of these went to children.

I want to see the end of the need for emergency food services in every nation of the UK, to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Working for the Trussell Trust means making a difference in people’s lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

Emma Revie
Chief Executive
What we Do

Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It’s simply not right that we live in a society where so many people are locked in poverty.

Together, we can end hunger and poverty in the UK.

*14.2 million people in the UK population are in poverty. The Social Metrics Commission, 2018

Our values

The Trussell Trust is committed to community built on diversity, tolerance, cooperation, and mutual respect. We want to contribute to society and demonstrate social responsibility.

Our values are Compassion, Justice, Community and Dignity.

These are reflective of the values we see embodied throughout the Trussell Trust network of food banks.

Whilst we recognise that charities, churches and organisations running food banks may hold additional or distinctive values, these are the values which we hold together as a network, and by which we hold one another accountable.
Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- Public Engagement

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn’t achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions of up to 8%, group income protection, payroll giving, flexible working, season ticket loans, and enhanced contractual leave.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/employee-benefits.
The Role

Directorate: People and Inclusion
Responsible to: Learning and Development Manager
Hours: Full Time (37.5 hours per week)
Based: Home based with occasional UK travel

ROLE OUTLINE AND PURPOSE
The Learning Specialist will assist in the delivery of appropriate, blended solutions to meet individual, team and organisational learning and development needs; that will support and equip the workforce to achieve the vision of an end to the need for foodbanks in the UK.

The role will be responsible for the development of engaging digital and face to face L&D solutions that help drive high performance, in line with operational and strategic requirements. Delivering training and support to staff; as well as to volunteers & Food Banks that form part of our network.

Working across with People & Inclusion Directorate and with a range of internal & external stakeholders to ensure the smooth running of learning solutions from idea conception through to implementation, taking ownership for a range of content across key skill areas.

ROLE RESPONSIBILITIES

- Design and delivery of learning programmes for our staff and our wider network, including ‘on the job’ training, coaching and the creation of digital learning resources.
- Maintain and develop the Grow learning platform for staff, advising on the design and delivery of digital content using up to date learning technologies.
- Collaborate with departments and project teams across the organisation, delivering the L&D elements of projects and facilitating specific interventions to support the success of the work
- Design face to face and digital course content, documentation, and structured learning resources for a range of L&D solutions
- Support the Learning & Development Manager to deliver of our staff induction and core learning offers, delivering new and existing training and workshops as needed; and answering queries that come into our team
Person specification

Technical skills and minimum knowledge:

- Highly developed interpersonal skills: able to build and manage relationships and network effectively; promotes a collaborative team environment.
- Excellent planning skills; with sound project management knowledge and capable of managing a broad portfolio of activities.
- Excellent presentation and facilitation skills, demonstrable knowledge of learning theory and experience in designing and developing engaging learning interventions.
- Expertise in the use of learning technologies and committed to the ongoing development of capabilities in this area.
- Ability to embed Equity, Diversity and Inclusion within all objectives that report into this department.

Behaviours and competencies:

- Demonstrates a strong, visible passion and commitment to the Trussell Trust and its strategic objectives.
- Committed to diversity and inclusion, championing the principles of equality of opportunity.
- Deliver work within a cross-Directorate matrix structure where operational and development benefits arise from resource sharing.
- Collaboration and delivery through others with clear plans and an empowering approach to ensure accountability for delivery of customer outcomes.
- Engaging people and creating opportunities for relationship building, and building a supportive, respectful working environment.

Key Stakeholders

- People Experience
- Volunteering Management
- Department Leadership Teams contributing to L&D planning.
- Diversity & Inclusion
- EA and PA Community
- Communications
- Brand & Marketing
How to apply

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you’re on your way to becoming part of something that will make a real difference to people’s lives.

To apply for the role please go to our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

If you have questions about this position, please call 01722 580 209 or email recruitment@trusselltrust.org.

www.trusselltrust.org/jobs

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