

Job Description

Job title	Head of Learning & Development
Accountable to	Director
Objectives	<p>1. To lead on The Fostering Networks' business development specifically in relation to the organisations learning, development, events, training and consultancy offer and its associated income generation.</p> <p>2. To ensure the successful implementation, development and ongoing management of The Fostering Networks' digital Learning Management System (LMS)</p> <p>3. Manage the creation and delivery of robust business proposals, tender responses and applications, with a focus on increasing the range, quality and offer of The Fostering Networks' portfolio.</p> <p>4. Develop a strategic and operational plan for the organisations internal and external learning, development, training and consultancy.</p> <p>5. Work in collaboration with the Head of Membership and relevant wider stakeholders to review our membership offer, exploring opportunities to enhance it and to incorporate our learning, development and consultancy offer.</p>
Hours per week	36 (applications are welcome from those who work part time, as part of a job share, or who work full time.
Location	Flexible. This role is pan UK, and have offices in England, Scotland, Wales and Northern Ireland
Status	Permanent

<p>Disclosure required?</p> <p>(The post involves contact with children and/or access to confidential information about children and families)</p>	<p>Yes</p>
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Responsibilities and accountabilities

1. To provide leadership to the learning, development and events team to enable them to deliver on their objectives, providing effective management oversight, supervision and support. This includes permanent staff and a range of external associates.
- 2 Co-design and deliver the organisation’s business development strategy, working in close partnership with the Head of Membership, relevant staff, teams, and functions across the UK.
- 3 Identify new business opportunities associated to learning, development, training, events and consultancy to generate income, ensure sustainability and help the organisation grow.
- 4 Oversee the proactive exploration, identification and response to business opportunities, tenders, applications, and thorough monitoring of the market place.
- 5 Ensure the development and delivery of an effective marketing strategy for learning, development, training, events and consultancy to build customer numbers
- 6 Ensure robust mechanisms are in place for quality assurance across the full breadth of the learning, development and events team delivery. Ensure swift, customer focused response following evaluation of service delivery.
- 7 Lead on all aspects of the successful delivery and maintenance of our learning management system
- 8 Work closely with colleagues across the organisation including the senior leadership team on cross-organisational, operational planning and projects.
- 9 Accurately record all business development activity and sharing commercial intelligence across the wider organisation, such as competitor insight, marketing insight and relevant commercial news.

- 10 Measure, monitor and report on impact in line with organisational requirements.
- 11 To produce high quality, timely reports for a variety audiences, including Senior Leadership Team and Governance Board.
- 12 Maintain high standards of delivery, ensuring child centred, solution focused leadership at all times.

Management

Deliver sound personnel management in accordance with The Fostering Network's policies, procedures and practices in line with the organisation's values.

Manage all staff associated with learning, development, training, events and consultancy responsibilities and support them to achieve their personal objectives and continued professional development.

Qualifications

Essential - Degree level or equivalent

Desirable – Management qualification

General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

Knowledge and Experience Essential

1. Experience of managing a diverse and geographically dispersed staff team.
2. Highly developed interpersonal skills with an ability to influence, motivate, negotiate, and manage conflicting priorities across multiple stakeholders.
3. Experience of managing organisational planning and budgetary processes.
4. Experience of designing and delivering training, consultancy and events.
5. Experience of managing a digital learning management system (LMS)
6. Proven experience of solving complex issues through analysis, strategy setting, and ensuring stakeholder relationships.
7. Strong organisational skills with an ability to work efficiently, prioritise, and deliver multiple projects to tight deadlines whilst maintain a professional approach.
8. Excellent communication skills, ability to summarise complex information accurately, drafting clear reports and communications.
9. Excellent performance management skills and customer focused approach.
10. Experience of managing workload, competing demands and priorities.
11. A proven track record in new business development and income generation.
12. Ability to identify and promote innovative, new and existing ideas to drive business forward.

Desirable

1. Understanding and working knowledge of UK foster care.
2. Understanding of the principles of effective marketing and communications

Skills and abilities

Essential

1. Effective people management and an ability to motivate and inspire teams of staff, volunteers, and external stakeholders
2. Ability to role model excellent customer service and to develop and build strong working relationships with internal and external groups
3. Creative thinking, problem-solving and the ability to identify opportunities from existing activity
4. Strong communication skills and the ability to listen to and empathise with different stakeholder groups
5. Strong budgeting and financial management skills

**Additional Information
Pay and conditions of service**

Band	The Fostering Network Band 3
Salary	£40,000 - £51,500 per annum plus £3,737 per annum London Weighting if applicable
Annual Leave	25 Days plus 5 Fostering Network days.
Probationary period	6 calendar months.
Notice period	12 working weeks One week during probationary period.
Hours of work	36 per week
Pension	Optional. Money-purchase scheme and salary sacrifice option is available with AEGON: Employee contribution is 3% of gross annual salary Employer contribution is 5% of gross salary.
Season Ticket Loan	An interest free season ticket loan is available to all staff immediately.
Trade Union	The Fostering Network recognises the trade union Unite and members of staff can join if they wish.