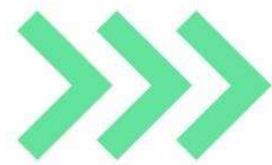


Recruitment Pack

# Innovation Officer

Design and participation





## About the role

Thanks for your interest in joining our team!

Our Innovation team is responsible for the design of learning programmes that give young people life-changing skill development and leadership opportunities.

As Innovation Officer, you will use your visual design and communication skills to create engaging resources that support learners to have their best-ever learning experience. You will also support co-design workshops: helping to explore creative solutions and gather design requirements with young people, course tutors, partners and colleagues.

It's an exciting time to join us! Over the next three years we aim to more than double our reach to engage over 200,000 learners per year. Your work will support a range of important projects including:

- Developing new skill development programmes for schools and community organisations.
- Reimagining our customer and learner journeys to ensure course tutors feel confident to deliver our programmes, and learners are supported throughout.
- Supporting our strategic partnership with Sport England to make our programmes more accessible and help more young people progress into volunteering and employment.

We're looking for a multi-skilled creative designer. Whether you're co-hosting an ideation session with young people or tutors, prototyping solutions, or creating pixel-perfect final outputs for digital and print, no day in your role at Leadership Skills Foundation will be the same. You'll be joining a small, supportive team that makes a big impact and has fun doing it!

This role is a remote, full-time, two-year fixed-term contract, with the ambition to extend subject to funding. You will need to be based in the UK and have the right to work to apply.

We look forward to your application,

Neil Gill

Innovation Projects Lead

## About the Leadership Skills Foundation

# We believe every young person deserves the opportunity to discover what they're capable of.

The Leadership Skills Foundation is a charity and regulated Awarding Organisation.

For over 45 years, we've provided nationally recognised qualifications and awards that help young people build the confidence to believe, the qualities to lead and the skills to succeed.

We work across 2,500 schools, colleges and community organisations every year and have helped 2.5 million young people build skills for life and make a positive difference to their communities.

97% of programme deliverers believe Leadership Skills Foundation programmes provide young people with the skills to succeed.

As an awarding organisation, all our programmes are accredited in line with regulatory conditions, ensuring learners achieve meaningful and recognised qualifications and awards. Our programmes equip learners with essential skills for life and work (communication, problem solving, teamwork, self-belief, self-management), and improve motivation and confidence.

90% of learners said that our programmes develop important skills for their futures.

We want young people to possess the skills, knowledge and resilience needed to face the world with confidence and optimism. By enabling educators to deliver carefully considered leadership programmes, we can help shape future generations.

## Our values

## We are better together

Together, we do great things. Collaboration, belonging and individuality aren't just buzzwords to us; they're deeply held commitments in the way we work. As we solve problems together, we make sure everyone feels listened to and valued.

## We are guided by goals

Every initiative we develop is guided by clear aims. From giving young people the confidence to achieve, to bringing major change to communities, all our goals are significant and focused on improvement.

## We evolve and innovate

As the world changes, so do the opportunities and challenges of the people we support. As different times call for different skills, we are brave enough to be different and to innovate to be fit for the future.

## We have pride in our programmes

We never forget how valuable everyone's future is. That is why we go above and beyond to deliver high-quality trustworthy and regulated programmes.

## What you can expect from us

There are numerous benefits that are available to you as a member of Leadership Skills Foundation.

In addition to working for an organisation that is forward thinking with a clear commitment to your wellbeing, we also offer an array of both contractual and non-contractual benefits as outlined below.

### Contractual benefits:

Standard 36 hour working week.

25 days annual leave rising to 30 days per year after completion of five years' service.

Automatic enrolment into NEST Pension scheme after three months, with the option to join group personal pension plan with matched contributions up to five percent following successful completion of probationary period.

Agile / flexible working.

Home working.

### Non-contractual benefits:

Discretionary extended Christmas break.

Vitality Health Care Plan following successful completion of probationary period – with the option to add family/significant others at reduced rate.

Meaningful and regular one-to-one system as part of a structured personal development process.

Sight test and eyewear financial support.



## Role details

Role title: Innovation Officer

Reports to: Innovation Projects Lead

Salary: £28,000 - £30,000

Contract: 2 Year fixed term contract

Location: Home based with some travel to other locations when required.

Hours: Full time

### Role summary

- To support the design and development of our learning programmes through visual design and multimedia resource creation.
- To support co-design and participation with young people, course deliverers, partners and colleagues.
- To support continuous improvement of our service, programmes and platforms.

### Visual design and resource creation

- Create engaging and accessible learning resources across digital and print formats.
- Design and deliver high-quality multimedia resources including infographics, presentations, interactive e-learning assets, simple video and animation.
- Write clear, user-centred guidance to support learners and tutors throughout their customer journey.
- Support the preparation of engaging impact reports and insight summaries.
- Maintain organisational brand standards and inclusive learning design principles across all outputs.

### Co-design and participation

- Contribute to innovation projects by supporting the team to define challenges, identify opportunities and explore solutions.
- Help develop and test new ideas by mapping user journeys and creating low and high-fidelity prototypes.



- Play a supporting role organising and facilitating workshops and co-design activities with young people, programme deliverers, partners and colleagues.
- Prepare workshop materials, activities and visual tools to support creative engagement.
- Capture and summarise feedback from workshops and stakeholder engagement activities to inform programme development.

#### Support-continuous improvement

- Support the review and continuous improvement of our customer experience and learner experience, including programme resources and digital platforms.
- Collaborate with subject matter experts to ensure resources and communications are engaging, accurate and fit for purpose.
- Liaise with third-party suppliers when required, such as creative agencies, coordinating day-to-day operational activities and communications.

#### Other

- Be an active member of the organisation and carry out any other reasonable duties as requested by the Innovation Projects Lead or Head of Innovation.
- Carry out any other duties as may be reasonably requested to support the work of the Leadership Skills Foundation.

## Skills, experience and knowledge

#### Required / essential:

- Proven experience creating engaging visual content and resources for digital and print.
- Excellent visual and written communication skills, with the ability to present ideas, information and concepts in clear and engaging ways.
- Creative problem-solving skills and the ability to contribute ideas and solutions to projects.
- Experience supporting workshops, training sessions or engagement activities.
- Excellent organisational and collaboration skills.
- Strong interpersonal skills, with the ability to build positive relationships with colleagues and stakeholders.



- Confidence using Microsoft 365 and other digital collaboration tools.

Desirable:

- Experience creating multimedia content, including video editing, animation and / or interactive digital resources.
- Experience using design tools such as Adobe Creative Cloud, Canva, or similar.
- Understanding of design thinking and service design approaches.
- Understanding of accessibility and inclusive design principles.
- Experience creating learning resources, educational content or training materials.
- Experience supporting co-design activities with young people.
- Experience creating / editing web pages, using Wordpress or no-code / low-code web builders.

Personal qualities:

- Purpose-led, with a desire to make a positive impact for young people.
- Motivated to create excellent work and improve, guided by research and feedback.
- Proactive with the initiative and willingness to help the team across all tasks where needed.
- A commitment to professional development.
- Comfortable working remotely, as this is a 100% remote position with occasional meetups throughout the year. Some travel to in-person meetings and site visits will be required.



## Recruitment timetable

Closing date for applications: Tuesday 20 October – 10:00am

Notify candidates for shortlisting: Tuesday 27 October

Interviews - first round (online): 02-03 November

Interviews - second round (in-person): 10-11 November

Start date: ASAP

## To Apply

We look forward to your application. To apply please click [here](#)

Applications close at 10:00am on Tuesday 20 October 2026.

## Further information

If you would like to discuss the role further, please email Neil Gill on [ngill@leadershipskillsfoundation.org](mailto:ngill@leadershipskillsfoundation.org)



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