

Recruitment Pack

# Innovation Officer

Learning Design & Research



 **Leadership**  
**Skills**  
**Foundation**  
Believe. Lead. Succeed.



## About the role

Thanks for your interest in this role.

Our Innovation team is responsible for the design and evaluation of learning programmes that give young people life-changing skill development and leadership opportunities. As Innovation Officer you will provide support to our Innovation Leads across learning development, visual design, and research activities.

It's an exciting time to join the team! Over the next three years we aim to more than double our reach to engage over 220,000 learners. You will play an important role, helping to make our programmes more accessible to young people from underrepresented groups and expanding our capacity to create high-quality learning experiences for a wide variety of settings and online.

You will directly support a broad range of projects including:

- Our strategic partnership with Sport England to positively impact a wider diversity of young people through sports leadership opportunities.
- The development of our new youth voice initiative to empower young people to lead positive change.
- The expansion of our Environment Leaders Programme, in partnership with WWF and RSPB, to raise awareness and equip young people with green skills for their future employment.

This role is ideal for a creative all-rounder. You don't need to be an expert in all areas on day one. We are looking for a proactive problem solver who can grow into the role and is energised by the idea of wearing multiple hats to help young people succeed.

If this sounds like you, we'd love to hear from you!

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 Lead (Design and Digital)

# About the Leadership Skills Foundation

With a 40+ year heritage, the Leadership Skills Foundation exists to help young people build the confidence to believe, the qualities to lead and the skills to succeed.

Working with close to 100,000 young people every year across 2,500 delivery centres (schools, colleges and community organisations), we provide an empowering environment and learning frameworks where everyone is empowered to shape their futures and lead their communities.

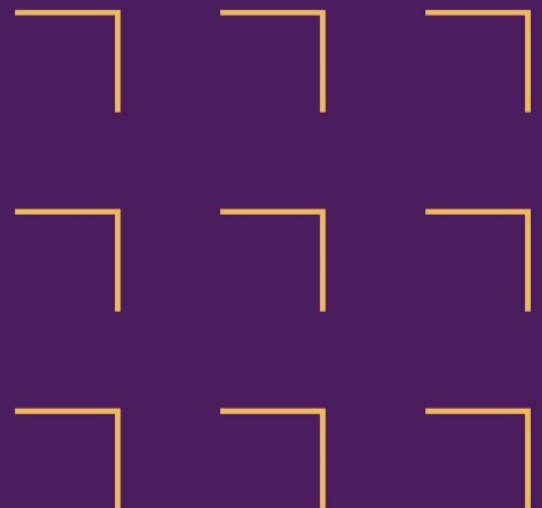
**97% of programme deliverers believe Leadership Skills Foundation programmes provide young people with the skills to succeed.**

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 employability skills for life (communication, problem solving, teamwork, self-belief, self-management) improving motivation, self-esteem 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 organisations to deliver carefully considered leadership programmes, we help shape future generations.

**Over two-thirds of businesses believe young people are not effectively prepared for work when they leave school (British Chamber of Commerce).**



# 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

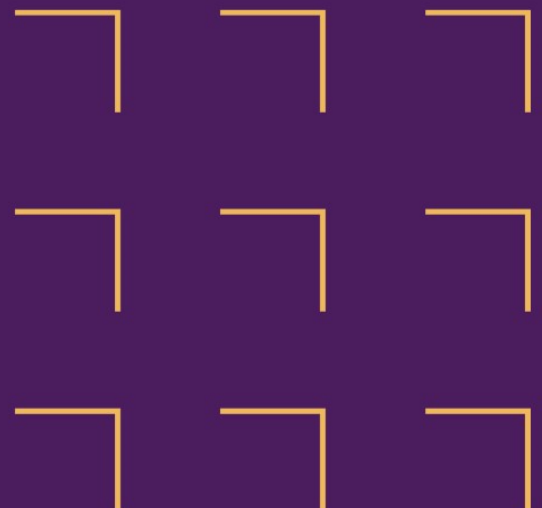
Every initiative we develop is guided by clear aims. From giving young people the confidence to achieve, to bringing major change to communities, all our goals are significant and focused on improvement.

## 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.

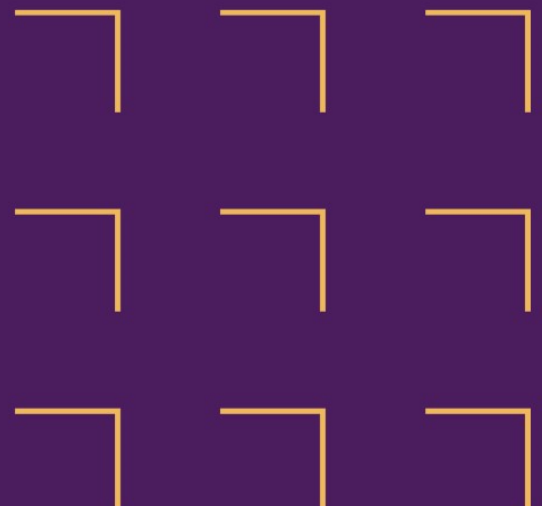
## **Non-contractual benefits:**

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 Lead (Design and Digital)

**Salary:** £28,000 - £30,000

**Contract:** 2 Year fixed term contract

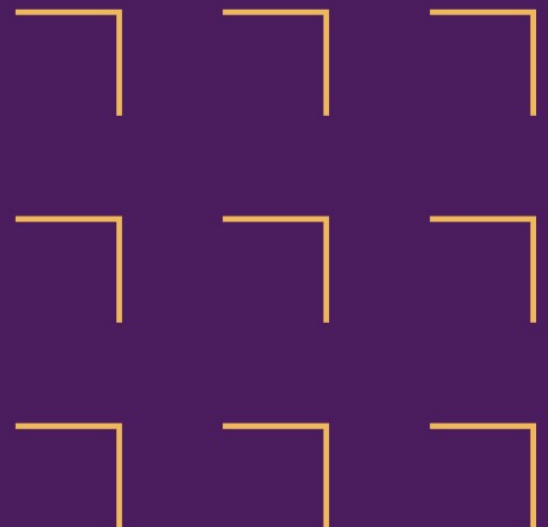
**Location:** Home based with some travel to other locations when required.

**Hours:** Full time

## Role summary

**Role purpose:**

- To support the Innovation team across learning development, visual design and digital learning, contributing to the development and improvement of learning and assessment resources.
- To support the Innovation team with research, evaluation and continuous improvement activities by helping to gather, analyse and communicate insights from programmes, partners and trailblazer (pilot) activity.



## **Main duties and responsibilities**

### Learning development

- Work collaboratively to help create and test new learning programmes, and continuously improve our range of Awards and Qualifications based on research findings e.g. from our Sport England Programme.
- Support the creation, editing and quality-checking of course content and materials, such as Learner Evidence Records and tutor guidance documents.
- Support digital learning activity, including content creation, managing online platforms and testing user experience.

### Visual design and content

- Create engaging visual designs for use in course materials and impact reporting, ensuring designs are always accessible and on brand.
- Manage our library of learning resources, ensuring designs are reviewed regularly and improved based on feedback and research findings e.g. from our Sport England Programme.

### Research and evaluation

- Play a supporting role organising and conducting research interviews, observations, surveys and focus groups.
- Assist with data collection and analysis of qualitative and quantitative insights.
- Support the preparation of engaging impact reports and insight summaries.

### Other

- Be an active member of the organisation and carry out any other reasonable duties as requested by the Innovation Leads.

- 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:**

- A high level of written English and excellent attention to detail: able to craft and edit clear and concise written communications.
- Strong visual design skills: able to create engaging designs for digital and print that are accessible and reflect the Leadership Skills Foundation brand.
- Confident to play a supporting role in digital and in-person workshops, webinars and focus groups, including preparation, facilitating breakout groups, note-taking, and follow up.
- Excellent collaboration skills: able to develop great working relationships with colleagues and external stakeholders.
- Strong communication skills: at ease liaising with stakeholders and partners in a professional, friendly and proactive manner.
- Excellent organisational and planning skills, with the ability to support different work areas and keep track of actions and deadlines.
- Fluent general IT skills, including regular use of Microsoft 365 tools (e.g. Teams, Word, PowerPoint, Excel).

**Desired:**

- Experience using design tools such as Adobe Creative Cloud, Affinity or similar.
- Experience of using inclusive design principles to create accessible designs and communications.
- Experience of being involved in qualitative and / or quantitative research projects.
- Experience in the creation of learning programmes or resources.
- Experience developing or managing online learning, using tools such as Articulate, H5P, Moodle, or similar.
- Experience managing digital platforms, including uploading, testing and quality checking content.
- Creative video editing skills.

**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 will be required.

# Recruitment timetable

**Closing date for applications:** Tuesday 05 May

**Notify candidates for shortlisting:** Friday 08 May

**Initial interviews (online):** Week commencing 11 May

**Second interviews (in person):** 18 May

**Start date:** ASAP

## To Apply

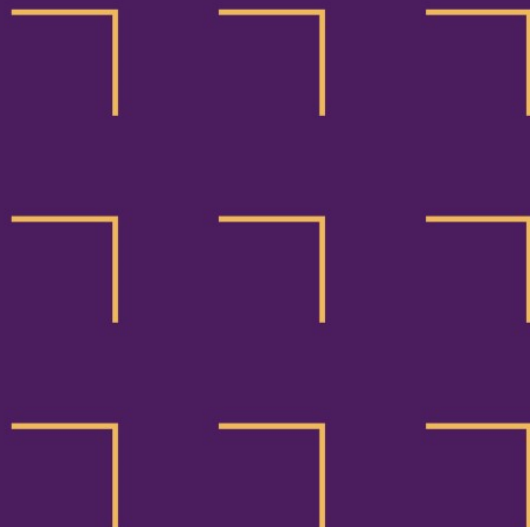
We look forward to your application for the role. To apply please [click here](#). You will be directed to the Be Applied platform.

Applications no later than 09:59am on Tuesday 05 May 2026.

**Please note:** You must be based in the UK to apply for this role.

## Further information

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





**Believe. Lead. Succeed.**

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