

LEARNING AND DEVELOPMENT LEAD – INCLUSION

Duration:	Fixed Term – up to 12 months
Salary:	£50,000 pro rata per annum
Job Level:	3
Hours:	28 – 35 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children.
Reports to:	Head of Talent
Location:	Working from home and at least 1 day/week at: 1 Westfield Avenue, London E20 1HZ.

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

This new role will be a part of UNICEF UK's anti-racism programme team. The programme will be delivered by a cross organisational team that brings together colleagues from a broad range of specialist areas and expertise such as strategy, people, communications, safeguarding, advocacy, and finance, alongside a dedicated anti-racism working group.

ABOUT THE ROLE

The Learning and Development Lead will be responsible for ensuring that we have a comprehensive, impactful, and sustainable learning and development offer, working with other colleagues and external partners to review our existing provision and create new initiatives that align with our anti-racism work and inclusion strategy.

What we will expect you to achieve

- Take charge of planning and executing comprehensive, captivating learning and development activities that align with our anti-racism programme and inclusion strategy.
- Carry out needs analysis and research and create and deliver organisation-wide learning to deepen our knowledge and understanding of equity and inclusion, and the necessary steps to establish a more inclusive environment.
- Assess our existing talent development programmes against inclusion best practice and offer guidance on necessary improvements.
- Collaborate with subject matter experts, the anti-racism working group, and our employee networks to influence and shape a robust learning and development offering to the organisation.
- Identify and develop innovative programmes and resources to showcase best practice, using a variety of approaches to ensure everyone can access the learning.
- Ensure that our learning and development activity support a continuous learning culture.

- Design and implement an appropriate mechanism to track, evaluate, and report on progress and understand the impact of learning and development activities.
- Promote and champion an inclusive culture through effective communication and successful relationships with colleagues at all levels of the organisation.
- Contribute effectively to the planning and delivery the anti-racism programme overall including change management.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards creating a better world for every child.

Positive relationships and collaboration

- Nurtures professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives.
- Consults others and shares expertise, know-how and ideas with colleagues for best results.
- Champions inclusion and values diversity, actively seeks to support, understand and draw on colleagues' different perspectives, skills, experience and knowledge.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support.
- Anticipates and responds to the needs of a diverse audience, adapting content, style, language and use of channel to deliver maximum clarity and engagement.

Resilience and results focused

- Takes a solution focused approach to problem solving to succeed in difficult circumstances.
- Maintains focus in uncertain or ambiguous situations.
- Prioritises and sustains focus on work that will have the greatest impact on agreed aims.
- Reviews results and extracts learning to optimise future performance.

Creating and innovating

- Scans the external environment for trends, insights, ideas and best practice that could benefit UNICEF UK's work.
- Contributes ideas, approaches and insights that enable innovation and welcomes new ideas that are focused on the delivery of strategic priorities.

Relevant experience

- Extensive experience in designing, delivering, managing, and implementing different approaches to an organisation's learning and development. Must have practical experience with end-to-end L&D delivery achieved from leading and embedding learning that is aligned with organisation's strategic goals.
- Practical experience gained in performance consulting.
- Have worked closely with subject matter experts in past roles to design and develop bespoke learning strategies and concepts, for delivery to an entire employee population within an organisation. Evidence of developing and implementing a strategy to build organisational capability.

Specific knowledge and skills

- Knowledge of inclusion, equity, human rights and social justice.
- Knowledge and appetite to explore innovative learning and development trends.
- Able to develop and deliver learning that is inclusive and engaging.
- Comfortable drawing up and implementing business impact of learning and development activity.

- Developed skills in creating L&D data sets, data analysis, reporting and presentation to different organisational audiences.