

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Learning Facilitator	PAY BAND:
FUNCTION:	People & Learning	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Learning team is responsible for the design, development and delivery of learning products to our staff and volunteers to enable them to undertake their roles safely, competently, effectively and efficiently.	

WHERE YOU WILL FIT

CEO	Director of People & Learning	Head of Learning	Learning Manager	Learning Facilitator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Your role is critical in providing the right skills and knowledge to enable King's Trust staff, volunteers and delivery partners do their jobs. This includes our colleagues who work directly on the front line with our beneficiaries, supporting them to deliver a consistent, high-quality experience for the young people we support, as well as working with our colleagues in our enabling functions.

WHAT WILL YOU DO?

-  Support the scheduling, coordination and administration of sessions.
-  Support the preparation of training resources and supporting materials, ensuring all materials meet agreed quality standards.
-  Facilitate high-quality virtual, face-to-face and blended learning programmes, adapting delivery methods to meet the needs of diverse learners.
-  Create engaging and inclusive learning environments that encourage participation, collaboration, reflection and the practical application of learning.
-  Support learners throughout their learning journey, providing guidance, responding to queries and signposting appropriate resources before, during and after learning events.
-  Encourage reflective practice and continuous development, helping learners identify opportunities to apply and build their knowledge and skills.
-  Deliver pilot learning programmes and contribute to a test-and-learn approach, feeding back insights to refine learning solutions before wider rollout.
-  Support the collection and analysis of learner feedback, evaluation data and delivery insights to support the continuous improvement of learning content, materials and resources.
-  Build and maintain positive relationships with learners, acting as an ambassador for the Learning Team and promoting the value of the organisation's learning offer.
-  Travel regularly throughout the UK to deliver learning interventions.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Strong facilitation skills with the ability to engage, motivate and support a diverse range of learners, adapting delivery to meet different needs.	This is a training delivery role, so having mastery of these skills is essential to delivering effective learning that values diverse perspectives and supports equal opportunities for all participants
Excellent communication, presentation and interpersonal skills, including the ability to prepare high-quality learning materials and resources.	You'll need to be able to communicate key messages and learnings clearly and accurately
Flexible, proactive and solution-focused, with the ability to respond positively to changing priorities and identify creative approaches to challenges.	Sometimes priorities change, so you'll need to be flexible and adapt to what's needed, where it's needed, to ensure learner needs are met
Ability to work effectively both independently and as part of a team.	You'll need to be able to work effectively on your own when needed, but will also form part of a team who work together to produce our best results
Demonstrable attention to detail and quality.	You'll need to ensure that our training content is delivered accurately, and in line with our expectations around quality
Experience	Why do we need this?
Experience delivering engaging training programmes and workshops for adult learners.	This is a staff training role, so you'll need to have had experience with adult learning
Experience using virtual learning platforms, including Microsoft Teams, to deliver effective online learning.	Some of our learning takes place online, so you'll need to be able to do this with the same level of quality and skill as face-to-face delivery
Ability and willingness to travel regularly across the UK, including overnight stays.	We have locations across the UK, and strive to deliver to staff locally, so you'll be comfortable regularly travelling and being away from home

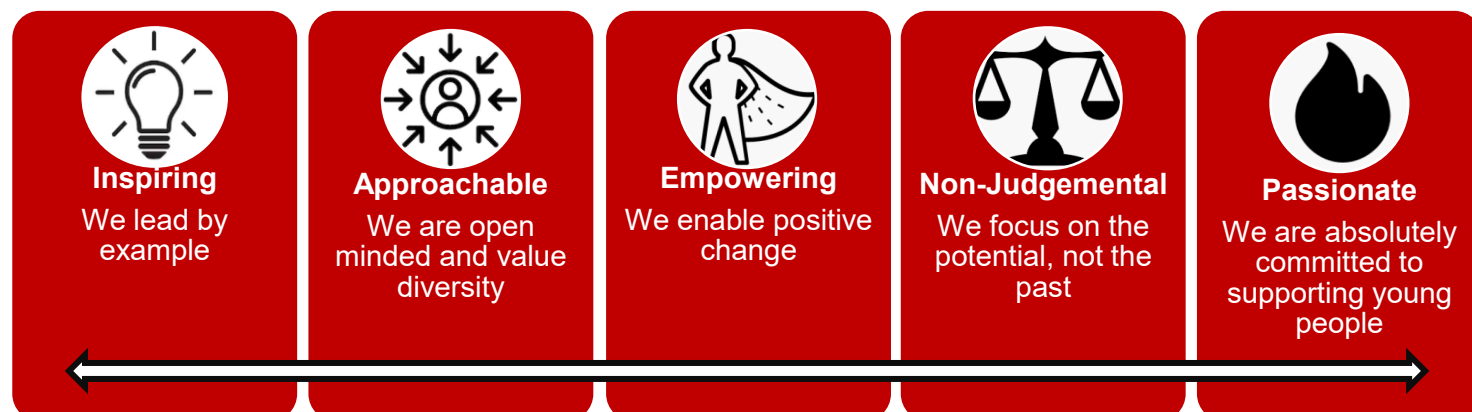
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience working across all aspects of the training cycle	Knowledge of the full cycle will help you understand the end to end work the team does, and your part in it
Experience using Learning Management Systems to manage and administer training events	It would be great if you were used to accessing and updating these systems to keep on top of training admin
Skills & Knowledge	Why do we need this?
Interpret training evaluation data and recommend appropriate actions	You'll have a role in feeding back evaluation data and insights from training sessions
Ability to update and create accurate, detailed session plans	Whilst session plans will be provided, the ability to keep these updated and relevant would be a bonus

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.