

## Job description – Head of Lifelong Learning (Policy and Research)

<b>Location:</b>	Hybrid – approx. 2-3 days in the office in London / Leicester / flexible
<b>Team:</b>	Research and Development
<b>Line Manager:</b>	Deputy Director
<b>Salary:</b>	£44,625 - £57,750 per annum, depending on experience and location

### About us

Learning and Work Institute is an independent policy and research organisation focused on lifelong learning and better work. Our vision is for a fair and prosperous society where learning and work enable everyone to realise their potential. We research what works, influence policy, and develop new ideas to improve practice.

### Main purpose

This is a key role within Learning and Work Institute (L&W), responsible for shaping and delivering our lifelong learning campaign. The postholder will also lead high-profile, impactful research and development work focused on lifelong learning and essential skills.

The role will involve leading campaigns, research and development work aligned to ambitions in our [strategic plan 2024-2029](#). This includes advocating and making the case for lifelong learning; understanding patterns of learning participation to tackle persistent inequalities; and building the evidence base on engaging people in adult learning.

You will bring expertise in campaigning and advocacy work; a track record in developing and delivering impactful programmes of work; a good understanding of the policy context; experience in business development; and a passion for making an impact.

You will need to work collaboratively and enthusiastically as part of L&W's leadership team of Heads and Directors, and role-model our values and behaviours.



## Duties and responsibilities

### Research and Development

- Design and deliver L&W's lifelong learning campaign
- Lead research and development programmes and projects, particularly on lifelong learning and essential skills
- Identify and secure income to fund L&W's lifelong learning campaign and projects, including through proactive approaches to funders and partners, and responding to tenders and calls for proposals
- Ensure that work is delivered to time and quality expectations, within budget, with appropriate measures of its impact, and with regular engagement with partners and funders
- Develop and maintain effective relationships and networks with key stakeholders
- Speak and present at external events as a representative of L&W
- Keep up to date with key developments in policy, research and practice

### Organisational duties

- Manage researchers/project managers (line and project management) positively and proactively contribute to their personal and professional development
- Work collaboratively, leading with integrity and sharing the load, being willing to take on projects outside of programme if needed
- Play an active role in the organisation as a functional and strategic leader, as part of L&W's R&D Heads and Leadership teams
- Demonstrate a commitment to equality of opportunity and a positive, open and collaborative approach in line with L&W's core values and staff charter, called 'Our Culture'
- Occasional travel and overnight stays will be required



## Person specification

	Essential/ Desirable
Degree (in a relevant subject e.g. social science), equivalent qualifications or evidence of equivalent experience	E
Strong understanding of campaigning and advocacy work, with the ability to design, develop and utilise appropriate methods and tools to make an impact on policy	E
Proven track record in delivering complex and high-profile programmes of campaigns, research or development work, including managing and mobilising resources, and delivering to time and quality expectations within budget	E
Understanding of current policy and practice in relation to learning and skills	E
Experience of working in or closely with a policy, communications, media and/or public affairs team	E
Strong understanding of how research evidence can be used to influence policy	E
Proven track record in building strong relationships with government, delivery organisations, partners and funders	E
Experience of developing and leading a high-performing team, including co-ordinating and managing projects and priorities, and supporting professional and personal development	E
Ability to work under own initiative with a proactive approach to problem solving	E
Knowledge of and commitment to L&W's charitable aims and purpose	E
Strong understanding of maximising organisational impact, through impact measures and framework	D
Successful experience of income generation, including developing funding proposals, developing relationships and bid writing	D
Good understanding of quantitative and/or qualitative research methods	D
Experience of delivering a range of policy and research outputs – e.g. research reports, thematic reviews, articles, blogs and summaries	D

The successful candidate may be required to undergo an enhanced DBS check.

Learning and Work Institute works in both England and Wales. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.

Reviewed: October 2024

