

Learning and Development Manager - 2 year Fixed Term Contract

Job title:	Learning and Development Manager
Working hours:	35-hours per week (to be worked flexibly)
Salary:	Grade D Starting at £38,733.82 per annum
Reporting to:	Head of Organisational Development
Direct Reports	To be determined based on organisational structure and future business needs

Role Purpose

To design, build and embed a clear, accessible and impactful approach to learning and development across the Guild.

This role will help create an organisation where colleagues, student staff and volunteers can learn, grow and flourish by developing a connected, inclusive and sustainable learning culture. Over a two-year period, the role will evaluate current provision, define a Guild-wide approach, and build the systems, frameworks and capability needed to make learning an everyday part of how we work.

The role balances strategic design with practical delivery, ensuring learning is relevant, accessible and embedded into day-to-day practice. Working closely with colleagues across the Guild, it will strengthen leadership, build organisational capability and support people to develop the knowledge, skills and confidence needed to deliver the best possible experience for Exeter students.

Key Accountabilities

- Develop and embed a Guild-wide Learning and Development approach, including the systems, tools and frameworks needed to deliver it consistently
- Ensure learning is informed by insight and data, with clear evaluation of impact and continuous improvement
- Strengthen leadership, management and core capability across the organisation through targeted development interventions
- Support a culture where development is owned, valued and embedded into day-to-day practice

Key Responsibilities

Delivery

Role Profile: Learning and Development Manager



- Design and deliver high-quality learning interventions aligned to Guild priorities, including leadership, management and core capability development
- Evaluate current L&D activity, identifying gaps, duplication and opportunities for improvement
- Develop and implement structured development pathways across career staff, student staff and volunteers, including onboarding and progression support
- Pilot and scale priority programmes (e.g. manager development, onboarding improvements, early careers support)
- Manage and provide expert facilitation for key all staff, high-impact or complex sessions

Leadership and Management

- Act as the Guild's internal expert on learning and development, supporting managers to identify and meet development needs
- Build internal capability through approaches such as "train the trainer", coaching and guidance
- Enable managers to take ownership of development within their teams, providing tools, frameworks and support
- Contribute to broader People and Culture priorities, particularly around organisational development, capability and culture

Development (Strategy & Frameworks)

- Design and implement a Guild-wide L&D strategy aligned to organisational priorities and future capability needs
- Define clear frameworks for development, including leadership, management and core skills
- Embed inclusive, accessible and user-centred learning design, with a focus on different learning styles and needs (including neurodiversity)
- Ensure learning reflects practical, applied approaches (e.g. 70:20:10), supporting development through real work as well as formal training

Stakeholders

- Work closely with managers, teams and senior leaders to understand development needs and priorities
- Partner with People and Culture, DRIVE (data), and Digital/Systems colleagues to align learning with wider organisational systems and insight
- Engage with external networks and sector best practice to inform the Guild's approach
- Build strong relationships across the organisation to ensure learning is relevant, accessible and well-used

Compliance

- Ensure appropriate systems are in place to track and report on mandatory and essential training
- Strengthen assurance around compliance training, ensuring requirements are met in a way that feels meaningful and embedded rather than transactional
- Support alignment with legal and regulatory expectations where relevant to training and development

Other

- Actively engage in student-facing projects and activities of all kinds as required
- Be an enthusiastic advocate for student leadership and the organisation's values
- Maintain own professional networks and promote the Guild on a local and national level

Person Specification: Learning and Development Manager



KNOWLEDGE & EXPERIENCE	• Experience of designing and delivering learning and development approaches based on identified organisational needs. • Experience of developing or significantly improving learning frameworks, programmes or organisational development initiatives. • Experience of implementing or making effective use of a Learning Management System (LMS) to support learning, monitor participation and evaluate impact. • Experience of evaluating learning impact and using data or insight to inform priorities and continuous improvement. • Good understanding of learning design principles, adult learning and approaches to embedding learning and compliance in day-to-day practice. • Experience of influencing and working collaboratively across teams and stakeholders to develop joined-up approaches to learning and development. • Desirable: CIPD Level 5 or 7 in Learning & Development, Organisational Development or People Management (or equivalent professional qualification). • Desirable: Coaching, facilitation or learning design qualification.
SKILLS & ABILITIES	• Strong facilitation skills, with the ability to deliver engaging and accessible learning • Ability to translate organisational priorities into clear, practical development approaches • Strong relationship-building skills, working in partnership with managers and teams • Ability to organise and balance longer-term design with day-to-day delivery
VALUES & BEHAVIOURS	• Committed to inclusive, accessible and user-centred approaches • Pragmatic and delivery-focused, with a willingness to test and adapt



	• Collaborative, enabling shared ownership rather than central control • Comfortable working in ambiguity and building from the ground up
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