

<b>Job Title:</b>	Learning and Development Manager
<b>Reports to:</b>	Director of Finance & Operations
<b>Location:</b>	Shaw House, Oxford/Flexible Working
<b>Hours:</b>	21 Hours per week
<b>Salary:</b>	£29,280 per year (£48,800 FTE)

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**About RABI:** RABI's core mission is the commitment to address the individual needs of farming people. The charity provides one-to-one expert support, advice, guidance and practical and financial assistance tailored to the individual circumstances of the farming person. Whether it's providing expert advice on benefits potentially available to farming people or accessing mental health support, RABI offers a beacon of hope, touching the lives of thousands of farming people every year.

**Key Purpose:** As the Learning and Development Manager you will lead the development of a supportive and impactful training and development framework for the charity, embedding ongoing organisational development as an integral element of the exciting evolutionary strategy and ensuring the charity is a great place to work.

**Key Responsibilities:**

- Working in partnerships with the Senior Leadership Team managers across the charity to understand employee requirements, design and deliver learning solutions that create a high-performing staff team.
- Collaborating with senior managers to develop a L&D strategy that supports the charity's overall objectives. Formulate and revise policies and procedures to reflect changes in legislation, industry trends, and organisational needs.
- Ensuring that the skills and capacity of the workforce meet current and emerging organisational needs.
- Working closely with the HR Manager, review, develop and implement an organisational wide performance management framework that supports organisational objectives and sustains a culture of regular performance conversations and action.
- Working with managers to successfully influence culture change programmes, ensuring that systems are designed to meet objectives, values and behaviours.
- Actively supporting organisational change through coaching and mentoring, capability and performance, employee engagement, creating a high performing, inclusive and learning culture.
- Ensuring organisational development interventions and programmes are cost effective and appropriately evaluated to measure the impact of investment and their impact on culture change and organisational effectiveness.
- Leading the development of the induction and on-boarding programmes to ensure they remain effective to embed a values led workforce.
- Working with HR colleagues to develop and deliver interventions on general people management topics, subjects, and skills where a business need has been identified.

- Supporting HR colleagues on workforce planning processes so that managers understand the action necessary for them to create and sustain a positive work environment and culture within their teams, supporting them to identify the appropriate solutions to gaps identified.
- Coaching, supporting and challenging managers to ensure that the standards of management are continuously improved for the charity.
- Contributing to the development of the charity's HR Policy using data to inform decision-making and enhance understanding of the workforce supply and demand issues and to enable workforce planning, succession management and talent development.
- Working with the HR Manager to oversee performance evaluation systems and processes, providing guidance to managers on performance feedback, coaching, and disciplinary actions when necessary.
- Championing a positive and inclusive working environment through the implementation of HR and organisational processes that promote diversity and equality and mitigate bias.
- Managing the L&D departmental budget effectively, allocating resources efficiently to support HR initiatives and meet organisational goals.
- Leading initiatives to enhance organisational culture, employee engagement, and performance.
- Developing and implementing strategies for talent management, succession planning, and leadership development.

**Person Specification:**

**Essential:**

- Proven L&D/Organisational Development experience, preferably in the charity sector of similar non-profit organisation (minimum two years L&D/OD experience)
- Demonstrable understanding of organisational development principles and practices.
- Able to work at operational and strategic levels.
- Solid organisational and time management skills, with the ability to manage multiple priorities and deadlines.
- Excellent interpersonal skills with a positive attitude towards all stakeholders.
- Self-motivated with a solution-orientated approach.
- Excellent facilitation, presentation, communication skills and project management skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Possesses a valid UK driving license.

**Desirable:**

- L&D qualification (e.g. CIPD)
- Background in coaching and mentoring.
- Familiarity with farming industry.
- Skills in process improvement.

**This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.**



*RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.*

***Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.***