



## JOB DESCRIPTION

<b>Job Title</b>	<b>Learning and Development Advisor</b>
<b>Department</b>	<b>People and OD</b>
<b>Reporting to</b>	<b>Learning and Development Manager</b>
<b>Line Manages</b>	<b>N/A</b>
<b>DBS/BD/PVG:</b>	<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>
<b>Location</b>	<b>Avonmore Road, London W14 8RR</b>

### **About Independent Age**

Independent Age is a national charity founded over 150 years ago with a clear mission to ensure that as we grow older, we all have the opportunity to live well with dignity, choice and purpose.

We achieve this by providing free impartial information and advice on the issues that matter most as we grow older, and work within communities to connect people, places and services to reduce isolation and loneliness. We also act as a catalyst for positive policy change by challenging the underlying causes of discrimination and inequality.

At Independent Age we live by our values and EDI principles.

Our Values are that we are:

**Purpose-driven** - *the experience, needs and views of older people are central to everything we do*

**Compassionate** - *we listen, care and take action*

**Expert** - *our work is evidence-based and solution-focused*

**Collaborative** - *we work in partnership to maximise our impact*

**Accountable** - *we work with integrity and transparency*

**Inclusive** - *we value diversity and always treat everyone fairly with dignity and respect*

Our EDI Principles are that we will:

- proactively challenge ageism and all other forms of discrimination throughout all our work.

- celebrate and champion diversity within and outside our charity and create a culture where everyone knows that they belong.
- develop our leaders so that they can act as role models and champions to our staff so they can embrace these principles and apply them in their work.
- deliver equity of opportunity for our staff, volunteers and the people who use our services whether they have a protected characteristic or not.
- ensure our strategy, policies and actions are integral to our annual planning processes to ensure that we deliver our goals and that our values are central to their delivery.
- commit to setting minimum target indicators for diversity and regularly review progress.
- collect data to enable us to track our progress.
- be publicly accountable and transparent about our progress.
- use our influence to proactively champion the principles of EDI internally and with external partners.
- continuously improve, adopt best practice and learn from and share with others.

### **Job Purpose**

Working within the People team, the Learning and Development team oversee the development of our all of our people, providing interventions that enable colleagues to excel in their roles. The Advisor will support with the design and delivery of workshops and learning programmes, help create materials and resources, source external facilitators and training and provide administrative support.

### **Key Responsibilities**

- Support the Learning and Development Manager with training needs analysis and the development of the annual Learning and Development Plan
- Work closely with Volunteering on learning and development for volunteers and support with design, delivery and materials
- Work closely with managers on the learning and development needs and plans for their departments
- Deliver new and existing training and workshops
- Design learning and development interventions
- Create resources and materials
- Support with onboarding learning and development activity including induction events, a buddying scheme and mandatory training
- Support with all-staff events
- Ensure accessibility and inclusivity in all learning and development programmes and materials
- Support with the evaluation of interventions
- Ensure all training administration is undertaken accurately and effectively and that activity is effectively publicised and promoted
- Produce reports and metrics to enable KPIs to be monitored
- Undertake project work as required

## **General Responsibilities**

- Undertake any other duties commensurate with the level of the role
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Contribute to our fundraising effort by embracing opportunities to fundraise yourself, to promote fundraising and to support the fundraising team
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Use the charity's resources efficiently and effectively to ensure that our financial resources are demonstrably used for the benefit of our service users
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy

## **PERSON SPECIFICATION**

- Experience facilitating engaging Learning and Development interventions face-to-face and virtually.
- Demonstrable organisational and planning ability, with excellent attention to detail.
- Strong IT skills including Microsoft 365 applications.
- Outstanding verbal and written communication skills with capability to alter message delivery dependant on audience
- Proven ability to self-motivate and work independently as well as collaboratively as part of a wider team
- Experience of stakeholder management and liaising with both internal and external customers.
- Confident facilitating to a varied audience.
- Good knowledge of learning and development theory and practice (preferred).
- Previous experience with an LMS system advantageous
- Passion for, and affinity with, our cause.