**Woodbrooke Quaker Study Centre**

**Job Description**

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| Job Title: | Learning & Research Team Leader |
| Hours of work: | 35 (option to discuss less than 35 hours) |
| Place of work: | Flexible |
| Reports to: | Head of Learning & Research |
| Responsible for:  | Learning & Research Team Members (number to be agreed). |
| Team/Department: | Learning & Research |

**Role purpose:**

To contribute to the development and implementation of Woodbrooke’s learning and research strategy and the Britain Yearly Meeting & Woodbrooke integrated strategy for supporting Quaker communities.

To oversee the development and delivery of Woodbrooke’s learning programme ensuring that the work is well managed, evaluated and understood in order to articulate what difference the work is making and prioritise how resources are used.

To work as part of Woodbrooke’s Extended Management Team which together is responsible for ensuring the development and delivery of Woodbrooke’s operational plans.

All aspects of the work will be embedded in Quaker testimony and practice; guided by the aspirations of Our Faith in the Future and underpinned by Woodbrooke’s strategic priorities.

**Key Accountabilities:**

**1. Programme management and coordination (approximately 35% of time)**

* Coordinate and manage the development and delivery of effective learning programmes in ways that understand and respond to the needs of Quakers and Quaker communities, in line with Woodbrooke’s learning strategy and the BYM and Woodbrooke integrated strategy for supporting Quaker communities.
* With colleagues, help reshape other BYM and Woodbrooke work supporting Quaker communities, in order that it integrates with local development work as seamlessly as possible.
* Work with the Head of Learning and Research and other Team Leaders to ensure the support, nurture and training of freelance staff and volunteers.
* Make best use of Woodbrooke’s resources by developing, applying and monitoring accurate budgets and forecasting income and expenditure.
* Work with the Head of Learning and Research and other Team Leaders to oversee the use of agreed monitoring and evaluation processes to enable BYM and Woodbrooke to report on and identify the impact of learning and research.
* Help BYM and Woodbrooke to communicate the work effectively by identifying and writing up stories, collecting information and helping to build a culture where Quaker communities are willing and able to share their stories with others.
* Report to appropriate colleagues and governance bodies. Patterns and requirements of reporting to be agreed in consultation with the Head of Learning and Research.
* Support effective relationships with partners, including working directly with partner organisations, particularly staff and committees of Britain Yearly Meeting.
* Contribute as appropriate to the development of Woodbrooke’s operational plans, in particular learning and research implementation plans and major projects, to ensure these respond to local experience and needs, within the context of Woodbrooke’s learning strategy and the integrated strategy for supporting Quaker communities.
* Contribute as appropriate to the development of BYM’s operational plans, in particular the support for meetings programme and major projects, to ensure these respond to local experience and needs, within the context of BYM and Woodbrooke’s integrated strategy for supporting Quaker communities.

**2. Team Management (approximately 20% of time)**

* Work with the Head of Learning and Research and other Team Leaders to ensure appropriate distribution of workload and other responsibilities between staff and volunteers
* Work with the Head of Learning and Research and other Team Leaders to, ensure that the team develops and maintains an appropriate mix of expertise, skills and knowledge to support development and delivery of Woodbrooke’s learning strategy.
* Work with the Head of Learning and Research and other Team Leaders to build and develop a strong and cohesive team whose work is well integrated with other BYM and Woodbrooke work.
* Provide effective leadership, support, direction, management and development of staff and monitor performance.
* Support staff to develop realistic workplan and manage their own workload, ensuring that this is sustainable and enables them to divide their time effectively between the different aspects of the role as set out in job descriptions, work plans etc.
* In co-ordination with other Woodbrooke and BYM staff facilitate regular team meetings and gatherings to review progress; solve problems; share best practice; give support, training and guidance; build a shared sense of purpose and team work; and prioritise and allocate resources effectively.

**3. Development and delivery of learning and research (approximately 30% of time)**

* Share learning and develop thinking with wider teams to continually develop Woodbrooke and Britain Yearly Meeting’s work and its delivery.
* Share and develop learning and expertise with colleagues - particularly any new or specialist areas of focus.
* Work with others to identify patterns, trends and new developments arising from the work in order to review, refine and further develop services offered and to share good practice and learning.
* In line with the learning strategy and as agreed with the Head of Learning and Research deliver learning in one or more areas of Woodbrooke’s programme.
* Contribute to the teaching and one-to-one tutoring in Woodbrooke’s extended programmes.

**4. Other responsibilities (approximately 15% of time)**

* As a member of Woodbrooke’s Extended Management Team participate in policy making and strategic planning.
* Develop and share own learning and experience.
* Remote and in person participation in regular team and organisational meetings across Woodbrooke and Britain Yearly Meeting.
* Active participation in supervision meetings and annual reviews/planning with line manager.
* Ensure that Woodbrooke’s policies and procedures are followed at all times.
* As a member of the Learning and Research Team to take a share of whole team tasks as appropriate to the role.
* Undertake other tasks as appropriate to the role and as requested by the Head of Learning and Research or Director.

**Person Specification**

Learning & Research Team Leader

**Qualifications, Knowledge and Experience**

***Essential***

* Knowledge and understanding of and sympathy with Quaker worship, practice and values.
* Knowledge and understanding of Quaker structures, processes, discipline and culture.
* Experience of delivering education/training/facilitation in formal or informal adult, community, further or higher education.
* Experience of working with volunteers
* Experience of line-managing staff and building teams
* Experience of leading the planning, delivery and management of projects.

***Desirable***

* Degree level education.
* Teaching or training qualification or experience.
* Experience of using Quaker processes and approaches – e.g. threshing meetings, meetings for clearness.
* Experience of volunteer management
* Experience of using a range of monitoring and evaluation approaches to measure effectiveness and develop best practice.
* Experience of supporting the empowerment and development of community or faith group to foster community and share learning

**Skills and Attributes**

***Essential***

* Excellent verbal and written communication skills, including presentation skills.
* Ability to use different forms of media to convey information and to engage others.
* Ability to develop curricula, courses and programmes.
* Excellent IT skills with the ability to learn new software and applications quickly.
* Excellent interpersonal skills with an adaptable communication style.
* Ability to develop effective and empowering working relationships with a wide range of individuals and in groups.
* Critical thinking and problem solving skills.
* Ability to work proactively under own initiative and collaboratively as part of a team.
* Excellent planning and organisation skills.
* Able to manage a budget.

***Desirable***

* Experience of e-learning design or delivery.
* Capacity to build partnerships and develop networks.
* Member or regular attender of a Quaker meeting.
* Ability to gather, manage and analyse information effectively, and to use that information creatively to develop new approaches.
* A commitment to inclusivity with the ability to embed this in group and other working practices.
* A good listener who is open to new ideas.
* Experience in change management.

**Specific requirements of the role**

* Eligible to work in the UK. We regret that we are unable to apply on a candidate’s behalf for a UK permit to work in this role.
* Willing and able to undertake a flexible work pattern (including some weekends, evenings and long days during courses for which time off in lieu is given).
* Willing and able to travel to course locations around Britain and occasionally in other countries.

**Working time and location**

* Location: flexible with regular travel to Birmingham and other locations within the United Kingdom and occasionally beyond.
* 35 hours per week to be worked at times to suit the role, including some evening and weekend work; applications for less than 35 hours will also be considered.

**Remuneration and benefits**

* Salary band 8 (£33,777 to £37,531 per annum), paid monthly.
* Annual leave entitlement 33 days per annum including statutory holidays.
* Employer Pension contribution of 6% if matched by employee contribution of 3% minimum.
* Free staff lunch and refreshments, and family and friends discounts.

**Applications and closing dates**

* **Closing date for applications: Monday 16 March**
* Applications should be marked as ‘Confidential’ and sent by **email** to simon.best@woodbrooke.org.uk or by **post** to Simon Best (Head of Learning & Research, Woodbrooke, 1046 Bristol Road, Selly Oak, Birmingham B29 6LJ
* Interviews will be held at Woodbrooke on Tuesday 31 March