



[www.papworthtrust.org.uk](http://www.papworthtrust.org.uk)



## Learning & Development Manager

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|---------------------------|--|
| <b>Salary</b>             | £40950.00 per annum  |
| <b>Office Location</b>    | Cambridgeshire, with hybrid working arrangements available             |
| <b>Full/Part Time</b>     | Full time  |
| <b>Total Weekly Hours</b> | 37.5 hours per week with a range of flexible working options available |

### About us:

Papworth Trust is a leading disability charity. Our vision is a world where disabled people are seen for who they are, and our mission is for disabled people to have equality, choice and independence.

### Key description of the role:

In this varied and interesting role you will work with a wide range of colleagues to develop, design and deliver effective learning and development solutions for our staff and volunteers. This learning will be a combination of mandatory requirements to meet the needs of the sectors we work in, as well as leadership development and additional skills to support the delivery of great services to our customers.

### The Ideal Candidate:

Whilst you may not have worked in the charity sector before, you will have experience in a similar role, and be experienced in designing and delivering a range of training courses. As you'd expect, great facilitation and communication skills are essential, as is experience of working with a wide range of colleagues to produce high quality training material. Ideally you will have experience of working in the health and social care sector, but a drive to develop knowledge of the sectors we work in is just as important.

The ability to build positive working relationships is key, as is being able to work on multiple projects at any one time. You will have strong organisation and time management skills and embracing our values is really important to succeeding in this role.

### What you'll get in return:

- 25 days holiday plus bank holidays
- Flexibility in how you work your hours and where from, we are open to considering a range of flexible and hybrid working options.
- Inclusive employee assistance and wellbeing support
- A comprehensive induction, access to ongoing training and learning and development opportunities, including qualifications
- Company sick pay
- Choice of 2 pension schemes with an enhanced employer contribution

- Opportunities to recognise and be recognised and rewarded with our Values in Practice reward and recognition scheme
- Cycle to Work scheme
- The chance to have your voice heard as part of our employee forum and colleague experience group

Interested? You can find out more about the Papworth Trust, our values and what we do here [Papworth Trust - Home](#). If you would like to have an informal chat about the role please contact Sarah Harvey, Director of People & Culture on 07707 283478, we'd love to hear from you. To apply please visit [crooton: Seeing Recruitment Differently](#).

We are a Disability Confident employer, and welcome applications from disabled candidates. If you would like support to apply, please contact the People Services Team on 01480 357200 or email [hr.administration@papworthtrust.org.uk](mailto:hr.administration@papworthtrust.org.uk) and we will be happy to help.

Please be aware that a DBS check is required for this role and will be only carried out following an offer of employment to the successful candidate.