

## Job description: Learning and Development Specialist

**Duration:** 12 month fixed-term contract; Full-time; 37.5 hours per week

**Salary:** £50,807

**Location:** Remote office hybrid, with regular travel to London office and Leicester required

**Reporting to:** Director of Network Delivery

**Department:** Network Delivery

**Key working relationships:** [Network Delivery: Joined Up Institute Project and Events Manager; Head of Network Development, Director of Network Delivery and Network Development Officer; Assistant Director of Network Delivery Operations; Project Managers and Project Officers. Impact: Head of Design; Research and Learning Manager; External Relations: Marketing Manager]

### Purpose of the job

We are seeking a dynamic and experienced Learning and Development Specialist to lead the content design, development, and facilitation of our innovative cross sector leadership development initiative, the Joined Up Institute, which seeks to strengthen services and improve outcomes for young people. This role plays a key part in embedding high-quality, evidence-informed learning opportunities across the youth and allied sectors, ensuring continuous professional development that is relevant, inclusive, and impactful. Learning from the Joined Up Institute will play an important role in helping us strengthen our own practices in terms of systems impact.

You will be a skilled learning and facilitation specialist, with a passion for community building and power sharing with young people. You will bring expertise in adult learning theory, blended learning approaches, and stakeholder engagement, as well as a commitment to quality and innovation.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We have influence as a sector-supporting infrastructure body, a direct delivery partner and a campaigner for social change. As outlined in our 2025 #unlockingyouthwork strategy, we believe youth work is a catalyst for change that young people need now more than ever. We play a unique role in addressing; the lack of investment into the youth sector, the lack of cross-sector understanding of how youth work makes a difference and the limited opportunities to embed effective solutions.

We are building a movement of change; galvanising likeminded individuals, organisations, government, and businesses from all sectors, to work together and deliver system change for all young people. Together we will create a society that understands, champions, and delivers effective youth work for all.

## About The Joined Up Institute

We believe all young people deserve empathetic, high quality, connected and preventative support and that we can collectively achieve this by:

- Every sector having relatable and skilled professionals with a drive to improve young people's lives.
- Breaking out of bubbles, sharing what we know, finding common standards and working better together.
- Moving away from firefighting when things go wrong, to building robust and forward-thinking systems that support every young person to thrive.

Following the success of the [Joined Up Summit](#) in November 2024, alongside young people and the sectors that support them, UK Youth have co-designed [The Joined Up Institute](#) - a free, year-long professional development programme designed to strengthen collaboration across the services that support young people.

Launching in September 2025, this ambitious pilot will bring together 300 emerging leaders from across sectors in Leicester city to learn together, build lasting relationships, and lead meaningful change.

The Joined Up Institute will establish a growing community of leaders with the capabilities, knowledge and relationships to drive high quality, preventative, cross-sector practice that improves outcomes for young people. Fellows who join the Institute will be supported to develop their skills, knowledge, attitudes and values through focus on three learning goals:

- **Deepening community and relationships:** Deepening community of cross sector professionals with strong relationships based on a deep understanding of each other's practices, of young people's experiences and the benefits of working together in a preventative way.
- **Knowing what works and what could work:** Building an excellent understanding of what **already works** across different sectors, and the ability to find and critically evaluate new or emerging evidence.
- **Learning to lead in new contexts:** Learning to apply new and existing practices in their context, and developing the leadership skills to see them through.

We're looking to build a replicable, scalable model in Leicester, before rolling out to other UK locations building a national network of thriving, place-based communities of cross sector leaders. We are also excited about how what we learn from working in Leicester can inform our organisational practices and help better set us up for systems impact.

## Key responsibilities

### Complex Learning Delivery

- Lead the development and delivery of high quality, innovative, engaging, and inclusive learning for the Joined Up Institute, including through three large events, Communities of Practice and online learning.
- Apply adult learning theory, blended learning approaches, and co-production principles to create impactful learning experiences that cater to diverse learner needs.

- Collaborate with internal teams, sector experts, and young people to scope learning needs, and deliver structured learning pathways that support sustainable behaviour and practice change.
- Ensure the integration of equity, diversity, and inclusion principles within learning development and delivery.

## Content Development

- Develop engaging, high quality learning content and materials across a range of formats, including digital modules, facilitator guides, toolkits, case studies, self-directed activities, and assessment tools.
- Collaborate with young people, professionals and partners to co-create content, ensuring learning opportunities are grounded in lived experience and support power-sharing approaches.

## High Quality Facilitation and Community Building

- Facilitate dynamic and inclusive learning experiences such as workshops, webinars, action learning sets, and communities of practice that build knowledge, skills, and connection.
- Use a range of participatory and experiential learning techniques to engage diverse learners across professional settings.
- Cultivate and sustain communities of practice that foster peer-to-peer learning, reflective practice, and shared problem solving across youth and allied sectors.
- Promote inclusive, strengths-based facilitation approaches that centre youth voice and encourage cross sector collaboration.

## Internal Learning and Development Capacity Building

- Build internal learning and facilitation capability by modelling expert practice and delivering training, coaching, and peer support to UK Youth staff and delivery partners.
- Develop and maintain tools, templates, and guidance to support high quality and consistent learning and development delivery across the organisation.
- Work with internal teams to identify and embed learning and reflective practice from the Joined Up Institute within their workstreams and projects to help strengthen our readiness for systems impact.

## Learning and Stakeholder Engagement and Support

- Actively engage learners before, during, and after learning experiences to support uptake, participation, and long-term impact.
- Provide responsive support to learners and partners to enhance the overall learning experience and ensure accessibility.
- Represent UK Youth at sector events, networks, and external working groups, championing our learning approach and sharing insights.

## Quality Assurance

- Develop and maintain quality assurance processes to ensure learning initiatives meet UK Youth's high standards.

- Establish and track key quality indicators, using learner feedback, evaluation data, and stakeholder input to inform continuous improvement.
- Work with the Evaluation and Design teams to embed evaluation mechanisms that capture both immediate learning outcomes and longer-term impact.
- Contribute to reporting and storytelling about the effectiveness of UK Youth's learning initiatives for funders, partners, and the wider sector.

## **UKY behaviours and expectations**

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## **Person specification: Learning and Development Specialist**

### **Essential**

- Demonstrable experience in developing and delivering high quality learning for professional development and community-building initiatives.
- Expertise in adult learning theory and learning design methodologies.
- Proven ability to develop and facilitate high-quality learning content, both online and in-person.
- Strong understanding and practical experience of power-sharing approaches with young people and inclusive and equitable practice.
- Expert facilitation skills, including with large cohorts of up to 300 participants, with the ability to train and support others to develop their facilitation practice.
- Experience designing and delivering blended learning programmes.
- Experience identifying and embedded learning from place-based initiatives into wider organisational practices.
- Knowledge of quality assurance frameworks in the context of learning and development.
- Strong event planning, project and budget management skills.
- Excellent partnership-building and stakeholder engagement skills.

## Desirable

- Knowledge of the youth sector and the wider systems impacting young people's lives.
- Experience working within or alongside infrastructure or national-level organisations.
- Familiarity with digital learning platforms and tools.
- Experience evaluating learning impact and outcomes.
- Experience of leadership development initiatives
- Experience working in Leicester city

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments. This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.