



# LEARNING & DEVELOPMENT MANAGER

## *JOB DESCRIPTION AND PERSON SPECIFICATION*

<b>Title:</b>	Learning & Development Manager
<b>Reports to:</b>	Chief Operating Officer
<b>Hours:</b>	Full time post
<b>Duration:</b>	Permanent
<b>Salary:</b>	£35,000

Advocates for International Development (A4ID) is the charity that empowers lawyers to use their skills to fight world poverty. Through its pro bono broker, legal education and thought leadership work, A4ID is helping the legal sector to meet its global corporate social responsibility to bring about sustainable development.

### **ROLE OVERVIEW**

A key focus of this role is to generate income through the delivery of successful paid-for training programmes and events. In recent years, these events have taken place both around the UK and internationally, and the post holder will be expected to ensure this continues and is built upon.

The post holder will be required to lead on the expansion of new areas of learning work, through the development of learning project ideas with sustainable business models, and to seek funding and support to deliver these projects from a range of trusts, foundations and institutions, all of which will play an active part of the role.

The Learning & Development Manager will have overall responsibility for managing A4ID's learning activities and strategy. The role will involve running a range of well-established training programmes aimed at lawyers and development professionals, highlighting the role that the law and lawyers can play in international development.

The post holder will be expected to increase the income generated from the Law and Development Training Programme further. The ability to draft, deliver and report on detailed training budgets for work in the UK and internationally will also be vital for the overseeing quality training programmes and projects.

The Learning & Development Manager will manage the A4ID Business and Human Rights offerings. A4ID has developed both a training workshop focussed on the UN Guiding Principles for Business and Human Rights targeted at law firms, as well as a programme for lawyers in India and Kenya on Business and Human Rights. The post-holder will lead on expanding this project work in the UK and internationally still further in an economically sustainable fashion, to ensure that A4ID's activities in the field of Business and Human Rights expand to provide a variety of training opportunities for lawyers on incorporating human rights principles into their fee-earning work.

The Learning & Development Manager will be expected to plan, prepare and execute the smooth delivery of A4ID Knowledge Groups, a range of free evening sessions offering a platform for discussing issues at the intersection between law, development and human rights, organised in collaboration with our law firm partners.

The Learning & Development Manager will be responsible for A4ID's education strategy and will devise, seek funding for and implement new training programmes for lawyers and development organisations both within the UK and overseas. The Learning & Development Manager will work closely with the Pro Bono Legal Manager to develop training programmes/events for our Development Partners.



## **JOB DESCRIPTION**

### ***DEVELOPMENT LEARNING***

- Seeking new opportunities to raise awareness of A4ID and increase the visibility of its work through external events and networking opportunities
- Devising and overseeing budgets for programmes and development projects.
- Managing the Learning Intern, supervising work and ensuring support in all tasks.
- To undertake other work as directed by the CEO.

### ***LAW AND DEVELOPMENT TRAINING PROGRAMME***

- Planning and managing all logistics for A4ID's Law and Development Training Programmes.
- Marketing learning opportunities to partner networks and beyond to meet income generation targets.
- Monitoring and evaluating each training session to ensure the highest quality for participants.
- Building and maintaining strong relationships across both law and development sectors to ensure that A4ID's education programmes meet the needs of its intended audience.
- Designing, scoping, and marketing new programmes and products around the UK and beyond.

### ***BUSINESS AND HUMAN RIGHTS (BHR)***

- Managing the BHR training programmes for lawyers and law firms throughout the UK.
- Marketing the BHR programmes to legal partners networks and beyond.
- Delivering the BHR Programme for UK based law firms as opportunities arise.
- Scoping out additional opportunities for delivering BHR projects internationally.
- Growing the A4ID reputation for BHR work across the globe.

### ***INTERNATIONAL PROJECTS***

- Scoping and delivering law and development projects internationally.
- Overseeing, monitoring and evaluating international projects, including external reports for donors.
- Developing other opportunities for international project work across Africa and India.
- Securing future funding for the Project Lead - Kenya and Project Lead – India.
- Project managing the delivery of funded international projects as appropriate.
- Developing new professional training programmes and develop a learning strategy which extends beyond current time-limited programmes

### ***E-LEARNING AND ONLINE MATERIALS***

- Organising the production of publications and online materials in partnership with legal partners, including reviewing content, editing for tone, and consulting with development partners.
- Reviewing and uploading submissions to A4ID's Online Resource Portal.
- Developing additional e-learning modules and materials where the need arises.

### ***KNOWLEDGE GROUPS AND EVENTS***

- Scoping and designing a range of Knowledge Groups on key topics in the nexus of law and development.
- Planning, managing and delivering Knowledge Groups in collaboration with legal partners.
- Marketing and raising profile of A4ID Knowledge Groups and events.

### ***FUNDRAISING STRATEGY***

- Contributing to A4ID's business development by actively contributing to the organisation's fundraising and organisational strategy.
- Assisting with the review, assessment, and evaluation of trusts, foundations or institutional funding.
- Drafting and scoping applications to relevant identified trusts, foundation or institutions for any projects or products that require external funding to develop, undertake, roll out, or scale up.
- Reporting to donors and funders on progress with A4ID funded work.



### ***SKILLS AND EXPERIENCE***

#### **Essential:**

- Strong and proven experience of project management
- Strong and proven experience of training programme and/or events management
- Experience of planning education strategy and impact assessment of education projects
- Experience of generating significant income from training and learning programmes.
- Strong experience of fundraising research, drafting and applying to trusts, foundations and institutions.
- Successful track record of securing significant funds for legal and/or development projects.
- Knowledge and/or experience of international development work
- Ability to build and develop strong relationships at all levels, with a variety of actors
- Excellent written and oral communication skills including strong presentation skills
- Experience of managing budgets and financial reporting
- Excellent organisation skills and ability to prioritise and manage workloads effectively
- Comfortable working independently and as part of a small team
- Strong administration and coordination experience
- IT proficiency including knowledge of MS Office and an ability to learn new software and hardware
- Commitment to international development and the efforts towards the Sustainable Development Goals

#### **Desirable**

- Experience of monitoring and evaluating projects and reporting to donors.
- Experience of producing copy for websites and print publications
- Knowledge and experience of the law
- Experience working within or with the legal profession