

Job Description

Job title	Head of Learning
Location	Sheffield
Hours	Full-time (37.5 hours per week) Fixed-Term Contract (maternity leave: up to 12 months)
Reports to	Chief Operating Officer
Staff responsible For	Two direct reports: <ul style="list-style-type: none"> • Learning and Development Manager • Curriculum Development Manager There will be 4 staff in total in the Learning Team
Date	November 2018
Salary	£38,000 - £50,000 depending on experience, plus excellent benefits
Benefits	<ul style="list-style-type: none"> • All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting) • 30 days holiday per year • 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) • Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training)

Job Purpose

As the Head of Learning for Good Things Foundation, you will be responsible for embedding innovative and evidence-based approaches to learning across the organisation.

You'll have a deep understanding of what learning is, from traditional skills-based course structures to learning for behavioural change.

You'll define and implement an organisational strategy for community learning, working with the Heads of Digital and Social inclusion to develop an approach that meets the needs of our learners and closely aligns with government policy.

You'll lead Good Things Foundation's expertise in learning, drawing on best practice within pedagogy and pushing boundaries for new learning techniques, particularly in digital learning.

You'll work closely with the Head of Research to design and pilot innovative new approaches to learning, firmly based in the lived experiences of learners we support.

You'll lead a dynamic team of learning specialists and work to develop a network of strategic partners in the learning and training arena, positioning Good Things Foundation as a leading learning and training organisation in informal/community learning, digital learning and corporate training.

You'll be a key part of Good Things Foundation's Leadership Team and will champion and drive the organisation's strategic objectives 'Digital and Social Inclusion through digital' enabling the organisation to diversify and grow to realise our strategic ambitions.

Most importantly, you'll need to be an individual with drive, energy and passion who meets Good Things Foundation's core values & behaviours.

Key Objectives and Accountabilities

Learning

- Design and implement Good Things Foundation's learning strategy, aligning the needs of learners and government policy
- Be the subject matter lead for learning design, drawing on best practice and evidence-based approaches for learning that works
- Pioneer new approaches to learning and behaviour change, working with Service Designers to test and evidence what works
- Be responsible for the creation of exceptional and accessible learning content across Good Things Good Things Foundations Digital and Social Inclusions themes (for example: [Essential Digital Skills](#), Digital Financial Capability, Digital Health Literacy, Pre Entry English Language)
- Be responsible for the development of quality assured curricula ensuring outstanding progress and achievement for learners.
- Be responsible for the continuous improvement of Good Things Foundation's learning products including
 - Learn My Way
 - English My Way
 - Workforce training
- Monitor and assess new learning tools and technologies, identifying key requirements for future systems
- Manage the integration of learning and training approaches, design and technical solutions for Good Things Foundation keeping abreast of the latest trends in learning pedagogy
- Lead the development and support of multilingual and localised versions of our products

Leadership

- Be a spokesperson and ambassador for Good Things Foundation and our learning expertise
- Demonstrate thought leadership within the learning space and be an active voice within the community learning sector
- Be an active member of Good Things Foundation's leadership team
- Lead and champion Good Things Foundation's strategic objectives
- Champion the learning and training needs of learners, the network, staff and stakeholders

Partnerships

- Lead a partnership strategy for learning and development across our Good Things Foundations Digital and Social Inclusions themes (for example: [Essential Digital Skills](#), Digital Financial Capability, Digital Health Literacy, Pre Entry English Language)
- Position Good Things Foundation as a leading learning organisation in the sector working closely with the Research and Design Team

Income generation

- Lead on identifying funding opportunities for learning activity within Social and Digital Inclusion, and Service Design

Person Specification

Experience	<ul style="list-style-type: none"> ● At least 4 years experience working within a learning or training role ● Experience of developing great learning materials using a user centred design process ● Experience of delivering face to face training ● Experience of working closely with external organisations
Knowledge and skills	<p>Essential</p> <ul style="list-style-type: none"> ● Great knowledge of learning methodologies ● Great at forming strategic relationships ● Excellent written skills ● Great communicator ● Ability to be innovative ● Excellent time management and ability to prioritise ● Line management skills ● Knowledge of Government learning policy ● Knowledge of the UK e-learning industry <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of trialing new approaches to learning ● Ability to apply learning methodologies to a range of needs and scenarios in the digital and social inclusion space

Good Things Foundation Behaviours	<ul style="list-style-type: none"> ● We are collaborative ● We are positive ● We are creative ● We are people focussed ● We are inquisitive
Education and Qualifications	<ul style="list-style-type: none"> ● Educated to degree level or equivalent ● A minimum of five GCSEs A* - C or equivalent, including Maths & English ● Teaching qualification (desirable)

Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.