



The  
countryside  
charity

## Job and person specification:

### Network Learning and Development Lead

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Department: Volunteering and Partnerships

Location: London or Sheffield, home-based considered for the right candidate

Reporting to: Head of Network Support and Engagement

Responsible for: N/A

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#### Job summary

The main purpose of this new role in CPRE is to build an inspiring learning and development programme to drive performance and personal development in CPRE, particularly for local CPRE staff and volunteers. You will bring to CPRE your expertise as an L&D professional who can deliver learning initiatives at pace and with confidence. The CPRE network of charities benefits from a wide range of expertise and specialist knowledge and you will unlock this talent so that we can increase our capability to deliver work locally and in communities.

#### Scope

As the learning and development lead for CPRE you will be expected to make decisions at the following level:

- Responsible for creating and collating engaging learning experiences to inspire and develop the CPRE network of volunteers and staff with the right training for their roles
- Responsible for managing CPREs online learning resources, systems and supplier relationships to get the best performance and value for our organisations
- Train and coach volunteers and staff across the network to enable local CPREs to maximize engagement with learning initiatives
- Some medium risk operational decisions relating to training course providers, course development and delivery
- Represent CPRE across the network at all levels to build up a solid reputation of national CPRE for learning and development



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## Key relationships

The key relationships in this role are expected to be:

**Internally** – Volunteering and Development team, managers/leads in other teams, Heads of Departments

**Externally** – infrastructure bodies, legal and best practice advisors, external trainers, suppliers and contractors

**Networks** – volunteers and staff in local CPREs and regional groups at all levels.

## Key areas of responsibility

In this role you will have responsibility to deliver the following:

- Development of learning programmes on a range of core skills for running a charity as well as specialist and technical topics bespoke to CPRE that will inspire, motivate and inform CPRE volunteers and staff across the network, judging what is best done in house and by external providers
- Inspiring and supporting CPRE colleagues, including from across the network, perhaps through coaching and mentoring, to develop engaging learning/development resources that will share their skills and expertise with other staff and volunteers
- Set up and roll out, with support from other team members, online learning resources across CPRE's network of charities
- Develop and maintain a learning needs/skills gap assessment for the network, including national CPRE, and adapt learning programmes to prioritise by need
- Implement a robust learning evaluation method to capture feedback and drive continual improvement
- Role model CPRE's values and behaviours and coach teams/ individuals to do the same
- Proactive responsibility for own development and that of others through learning, networking, self-appraisal and other opportunities for growth
- Support the Volunteering and Partnerships Team on any other relevant issue as required.

The post holder will need to travel across the CPRE network frequently and occasional evening or weekend work will require some flexibility.



## Essential

## Desirable

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1. Significant experience (minimum 3 years) of developing learning packages and delivering training in the charity/equivalent multi-site operations. The ideal post holder will have a training qualification
  2. Significant experience of volunteer learning in a multi-site environment
  3. Experience of setting up and maintaining an online learning platform
  4. Knowledge of relevant core skills e.g. governance, media/PR, fundraising, volunteer engagement
  5. Experience in coaching and supporting a wide range of staff and volunteers from different backgrounds and experiences
  6. Ability to energise others by being passionate and enthusiastic about CPRE's work and to seek and share opportunities
  7. Excellent written and oral communication skills, using language that everyone can understand
  8. Ability to work under pressure and to competing deadlines
  9. Ability to reflect and learn from experience to improve performance and to respond positively to constructive feedback.
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