



The
countryside
charity

Job and person specification: Network Learning Lead (12-month fixed term)

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| Department: | Volunteering and Partnerships |
| Location: | London or home-based |
| Reporting to: | Head of Network Support and Engagement |
| Responsible for: | N/A |

Job summary

To support learning across the CPRE network, including coordinating training, developing online modules and promoting peer-to-peer learning, including at our annual national conference.

Scope

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

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

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 do the following:



1. Coordinate and manage an engaging programme of training (face to face and online) on a range of core skills for running a charity as well as specialist and technical topics bespoke to CPRE.
2. Set up and roll out, with support from other team members, online learning modules within Talent LMS.
3. Prompt peer to peer learning, including by supporting a number of role-related networking groups and thematic topic forums.
4. Lead on content development of the autumn annual CPRE conference and support its overall organisation and delivery.
5. Develop and maintain an understanding of learning needs across the network, including gathering broad insight which may indicate learning or other developmental needs.
6. Implement a systematic approach to learning evaluation to capture feedback and guide continual improvement of programmes.
7. Undertake some direct training occasionally, including as part of a wider recovery plan for local CPREs in need of additional support.
8. Role model CPRE's values and behaviours and coach teams/ individuals to do the same.
9. Proactive responsibility for own development and that of others through learning, networking, self-appraisal and other opportunities for growth.
10. 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

1. Significant experience (minimum 3 years) of structuring and evaluating learning for adult volunteers and staff in a multi-site organisation, federation or network
2. Experience of setting up and / or maintaining an online learning platform
3. Experience of managing, facilitating or supporting networking groups or forums
4. Experience of gathering insight and evidence of learning need across a network
5. Good understanding of local charities including the role of trustees, governance and volunteer engagement
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. Good attention to detail and ability to work under pressure and to competing deadlines

Desirable

1. Experience of using Talent LMS
2. Experience of conference / large event organisation
3. The ideal post holder will have a training qualification



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9. Ability to reflect and learn from experience to improve performance and to respond positively to constructive feedback.
