



The  
**Wildlife**  
Trusts

# Learning & Organisational Development Manager

## RECRUITMENT PACK

**Salary: up to £43,000**

**Location: Hybrid** Your normal place of work would be your home address and our office premises at The Kiln, Mather Road, Newark, Nottinghamshire NG24 1WT. The Kiln is open Tuesday – Thursday and should you be within easy commutable distance we would expect you to attend the office on a weekly basis. Should you be located further a field then we would ask you to attend at least once per month for team meetings.

You will also be required to attend other locations across the UK with notice provided.

**Full time (35 hours per week)**

**Permanent contract**

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## About Us

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The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 944,000 members, over 38,000 volunteers, 3,600 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.



## About You

If you are a successful Learning & Organisational Development professional looking for a new and exciting challenge with the opportunity to work for one of the UK's best loved charities, then this could be the perfect role for you!

You will be working with managers and People Teams across the federation to ensure we invest in a high-skilled and diverse staff network by building and maintaining a culture of continuous learning. Putting in place learning initiatives and interventions to enable The Royal Society of Wildlife Trusts (RSWT) to constantly evolve and develop as an organisation, and ensuring the diverse needs of our people are met is a key part of this role, so everyone can develop to be at their best.

Being part of our People and Culture Team and working with the wider Wildlife Trust People Team you will deliver our strategic objectives and feed into our overall organisational learning needs.

We know The Wildlife Trusts is a great place to work and volunteer and with your help we can further embed this view across the sector.





## About You

We are looking for an organised and resourceful individual who has proven experience of working in learning and organisational development, who would manage the function and enjoy launching our competency framework and embedding our new learning management system at RSWT and across the federation. You will enjoy working in a fast-paced environment and be confident in communicating to diverse audiences.

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.



The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact [tash.stewart@iris.co.uk](mailto:tash.stewart@iris.co.uk) to discuss this further and understand other options.





## Job Description – Overall Purpose of the job

**You will be managing our Learning and Organisational Development function and working with managers and leaders at RSWT and across the federation to ensure we invest in a high-skilled and diverse staff and volunteer network, you will be part of our transformation to build a federation wide learning culture. You will:**

- Build a culture of continuous learning through fully planned and integrated programmes of learning and development at RSWT and across the Wildlife Trust federation.
- Put in place learning initiatives that enable RSWT to constantly evolve and develop by identifying current and future skills requirements of RSWT, and create flexible learning interventions (through digital and other means) to meet the diverse needs of our people.
- Create supportive learning environments where our colleagues, and our teams, can continuously develop to be their best and optimise their effectiveness.
- You will be part of People and Culture Team and work with the wider Wildlife Trust People Team to deliver our strategic objectives and feed into our organisational learning needs.



## Job Description – Main responsibilities

**To build a culture of continuous learning through fully planned and integrated programmes of learning and development at RSWT and across the Wildlife Trust federation by:**

- ▢ Leading on the design, development, delivery, evaluation and costings of our learning offer.
- ▢ Designing blended learning solutions for example, digital, face to face, and social collaborative learning.
- ▢ Making our learning offer fully accessible and maintaining our learning management system so our learning offer is easily navigated.
- ▢ Embedding our learning management system at RSWT with learners and people managers.
- ▢ Sharing the organisational learning from implementing the learning management system with Trusts as this is embedded throughout the federation.
- ▢ Working with external providers to plan and co-ordinate their programmes.
- ▢ Promoting our programmes at RSWT and across the Trusts to ensure our offer has maximum impact and managing the attendance and evaluation.
- ▢ Supporting the development programme for our Chief Executive Officers from across the federation.
- ▢ Managing working groups and feed into our Community of Practices to develop our approach and priorities for learning and development across the federation.
- ▢ Supporting key events, including staff residentials, and annual meetings, to help ensure they deliver on their objectives and contribute to our culture of continuous learning.



## Job Description – Main responsibilities

**To put into place learning initiatives that enable RSWT to constantly evolve and develop. By identifying the current and future skills requirements of RSWT, and create flexible learning interventions (through digital and other means) to meet the diverse needs of the workforce by:**

- Supporting the completion of an evidence led learning needs analysis aligned to our strategy.
- Networking with professionals across the sector to exchange insights, drive innovation, and stay ahead of developments within the sector.
- Collaborating with external stakeholders, professional networks, to continuously enhance knowledge and inform practice.
- Working with our digital transformation team and use digital tools to create flexible and innovative learning programmes.
- Designing a range of learning interventions, including technical, behavioural and leadership programmes and working with external partners where relevant.



## Job Description – Main responsibilities

**Create supportive learning environments where our colleagues, and our teams, can continuously develop to be their best and optimise their effectiveness by:**

- Driving the compliance of statutory and mandatory training for new and existing colleagues.
- Reviewing our competency framework to ensure it provides developmental stretch for our colleagues, people managers and leaders.
- Offering learning opportunities that are:
  - accessible that meet the individual needs of our diverse teams
  - flexible and meeting the operational needs of teams
  - grounded in nature and aligned to our cause.
- Driving a culture of continuing professional development (CPD).
- Being part of our Mindful Employer learning journey to review and enhance our well-being provision.
- Providing learning solutions with our Equalities and Safeguarding Team in response to legal updates and to enhance the learning experience.
- Developing our coaching and mentoring culture in the organisation.
- Monitoring how effectively learning has been transferred to employees.



## Job Description – Main responsibilities

**You will be part of People and Culture Team and work with the wider Wildlife Trust People Team to deliver our strategic objectives and feed into our organisational learning needs by:**

- Embracing the People & Culture Business Partner model to tailor our input with people managers and gain feedback.
- Updating relevant People Policies, People Management Toolkit, Staff Handbook and our Intranet to provide current and relevant resources.
- Embedding our competency framework in all the L & OD opportunities throughout the our employee lifecycle – Induction, Initial period of employment, performance management, development plans etc.
- Using data insights from our HR Automation and Learning Management System to inform learning and organisational development priorities.
- Working with our support teams to develop our career programmes – Volunteering, Apprenticeships, T levels etc.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

**All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**



## Person Specification

### Essential

- Personal Qualities
  - **Passionate about employee and organisational development:** Demonstrates a commitment to: self-development, employee growth, team and organisational compliance and success.
- Key Competencies:
  - **Working collaboratively:** Ability to work independently and as part of a wider team. Fosters positive interactions across all levels. Demonstrates good emotional intelligence with the ability to understand and respond to others thoughtfully.
  - **Ability to plan, organise, deliver expectations and manage multiple priorities:** Demonstrates effectiveness in demanding environments, balancing competing tasks and prioritising deadlines with confidence. Produces quality outcomes whilst maintaining attention to detail.
  - **Communication and influencing:** Excellent communication, facilitation and presentation skills to: engage a diverse audience, build relationships and promote our learning offer.
  - **Adaptability & resilience:** Able to work flexibly, handle unexpected situations and maintain resilience in challenging situations or when overcoming set-backs.
- Experience:
  - **Design and delivery:** Proven experience in a Learning and Development role with a proven track record of designing and delivering effective learning interventions.
  - **Analytical and problem-solving skills:** Proficiency in assessing training needs, analysing data insights, and evaluating the effectiveness and cost effectiveness of our training programmes.
- Knowledge and skills:
  - **Professional & technical knowledge:** Keeps knowledge up to date and demonstrates an awareness of Current & future trends, legislation, methodology & innovations, including demonstrating a commitment to E,D,I and the importance of inclusive learning practices.
  - **Digital skills:** Proficient in the use of digital tools including Microsoft Office, Learning Management Systems, Intranet and relevant software to develop internal e-learning programmes.
  - **Competency frameworks:** Ability to review and embed competencies throughout the employee lifecycle.
  - **Leadership development:** Proven ability to manage leadership programmes aligned to organisational goals.





## Person Specification

### Desirable

- Personal Qualities
  - **An interest in nature** and a passion for inspiring others to support important causes.
- Experience
  - **Managing talent and career programmes:** such as Kick-Start, T-Levels, Apprenticeships and Volunteering.
- Knowledge and skills:
  - **Project management:** Ensuring projects are delivered on time, costed and within budget.





## Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

**Closing date for applications: 14<sup>th</sup> September 2025**

**First interview: 23<sup>rd</sup> September 2025**

**Second interview: 30<sup>th</sup> September 2025**

