

# SENIOR LEARNING AND DEVELOPMENT ADVISOR



**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK  
DIABETES UK

DIABETES UK

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best

UK Charities to Work For, and one of the top 75 Best Large Companies in London.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**



# JOB DESCRIPTION

Role title: Senior Learning and Development (L&D) Advisor

Contract type: Fixed term (1 year)

Hours: Full-time (35 hours a week)

Band: 4

## Key relationships (internal and external):

All employees within Diabetes UK, specific relationships with colleagues in HR and Learning and Engagement teams in the People and OD directorate, colleagues who design and deliver training courses internally, team heads and assistant directors

External training providers, external coaches and team development facilitators, external speakers, L&D professionals in other charities

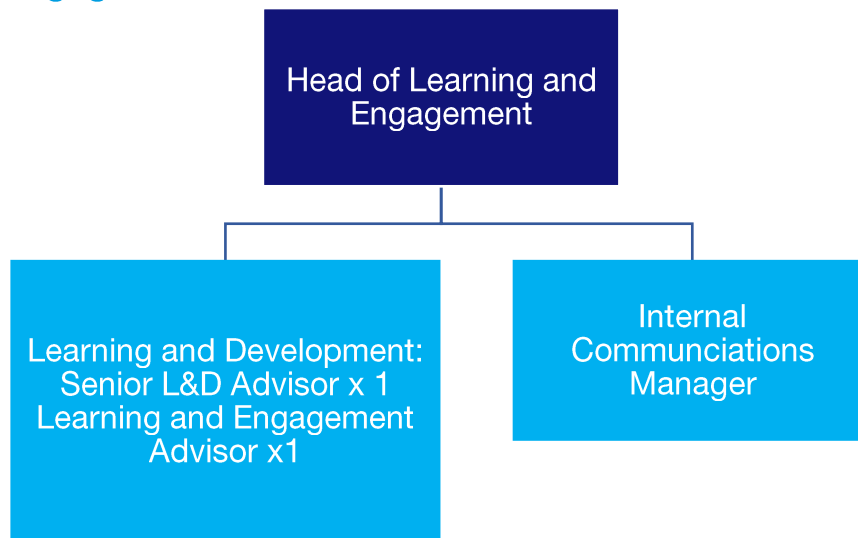
## Key focus of the role:

This role supports learning and development at both an individual colleague and organisation level. This means providing L&OD consultancy for managers at all levels as well as designing and delivering training courses both as part of the charity's in-house suite of personal skills and management skills programmes and in response to specific needs identified at a directorate or team level. The role project manages organisational wide L&OD initiatives and, where necessary, liaises with external trainers, facilitators and coaches to meet identified needs.

## Directorate and team

This role sits in the [Learning and Engagement department](#) in the [People and Organisational Development \(POD\) Directorate](#)

## Learning and Engagement



## Person specification

All jobs at Diabetes UK are based on

- The key activities you'll undertake and
- The skills, knowledge, experience and behaviours you need to be successful in this role

You will be able to:

- Design and facilitate engaging leadership and management development, personal effectiveness and team development sessions (online and in person) to meet organisational needs.
- Provide coaching and facilitate action learning sets to support individual needs and wider development programmes.
- Embed and champion the Values and Behaviours framework through learning and engagement activity, ensuring it is consistently visible and actively used across the organisation.
- Work collaboratively with P&OD/HR colleagues and internal stakeholders to understand business KPIs, identify needs and project manage impactful L&OD interventions.
- Lead the organisation of the Knowing Diabetes programme of monthly talks, supporting colleagues' continued development of their knowledge about diabetes.

- Lead delivery of the managers' induction programme and other manager development programmes, including co-facilitating the People Managers Support Group.
- Manage the charity's learning and development funding process, ensuring alignment to strategic priorities and a strong return on investment.
- Manage the internal learning programme including apprenticeships, procurement of external trainers, facilitators and coaches to support agreed development activity.
- Analyse learning data and feedback to shape L&OD decisions, evidence impact, and optimise spend and resources.
- Support charity-wide learning and culture initiatives, partnering with internal communications and EDI to ensure a joined-up approach.

**You will have experience in:**

- Designing and delivering leadership, management, personal skills development programmes and team development days both online and in-person.
- Robustly diagnosing development needs and proposing appropriate solutions at all levels of the organisation.
- Project managing learning or organisational development initiatives to time, quality and budget.
- Supporting culture change or values-based initiatives.
- Managing external providers, such as trainers, coaches and venues.
- Providing coaching support to individuals, managers and leaders, building trust and offering appropriate challenge and advice.

**You will have skills in:**

- Designing and facilitating engaging and inclusive learning experiences including group learning, action learning sets, workshops and team development days.
- Analysing data and feedback, drawing insights and using evidence to inform decisions and demonstrate impact.
- Budget and supplier management, ensuring value for money, return on investment and alignment with strategic priorities.
- Excellent stakeholder management and influencing, and being able to adapt communication to different audiences.
- Strong organisational skills and attention to detail, particularly in programme coordination and delivery.
- Confidently using Microsoft 365 tools (including Teams, SharePoint, Forms, PowerPoint, Copilot and related applications) to deliver engaging learning experiences and collaborate effectively with colleagues.

**You will have knowledge:**

- Adult learning principles and inclusive learning design.
- Understanding of leadership and management development approaches, including experiential and blended learning.
- Learning evaluation frameworks, and use evidence to inform continuous improvement.
- Apprenticeships and how they operate across the four UK nations.
- Values and behaviour frameworks and their application in organisational development.

**The best person for this job will be (behaviours):**

**I put people first**

- Recognise that people are individuals with different preferences, circumstances and needs.
- Make realistic commitments to others and see these through. If there's a sound rationale not to do so, explain why in a timely manner.

**I keep things simple**

- Prioritise your work so that you're clear about what needs to be done at any given time.
- Be clear, when making a decision or sharing information, about who you are involving and why.

**I make change happen**

- Be curious about what's happening within and beyond the charity to identify what has to change, making sure to clarify the root cause.
- Boldly try out new and creative approaches, challenging and disagreeing constructively if needed.

**I am driven to know more**

- Proactively look to learn more and share your new knowledge and insights with colleagues.
- Be open to questions from others, recognising that a challenge can help develop your own thinking.

**Qualifications/professional membership (if applicable):**

- SDI facilitator accreditation – Desirable
- CIPD qualified - Desirable

# BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



## Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



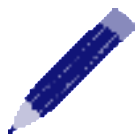
## Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.



### Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



### Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



### Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



### Annual season ticket loan

Annual season ticket loan\* (on completion of your probation period and if contract is permanent or longer than 12 months).



### Cycle to work scheme

Cycle to work scheme.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

