

It starts with community

The National Lottery Community Fund
Role Profile



Learning and Development Advisor

Directorate:	People & Culture
Department:	Learning and Development
Role/Competency level:	Level 2
Reports to:	Head of Apprenticeships, Learning and Development



Role Profile: Learning and Development Advisor

Role purpose

In this particular role, you'll support the L&D Business Partners, to enable the design, implementation and delivery of L&D interventions that increase the capability of our people and support them through change.

You will consult with key stakeholders to identify needs and assist with the development of new practices to improve grant making skills, professional development and people management in the Fund, and support on a variety of L&D projects, taking the lead where appropriate.

You will evaluate L&D activities making recommendations for improvement, building on best practice. You will work closely with colleagues across the fund, taking a proactive approach, analysing issues and recommending & implementing solutions.



Role Profile: Learning and Development Advisor

Key responsibilities

- Support design, implementation and delivery of learning and development interventions
- Stakeholder consultation to assess learning and development needs
- Support/lead on learning and development projects
- Analysis and evaluation of learning and development activities
- Contribute to direction of the team



Role Profile: Learning and Development Advisor

Knowledge, skills and experience

- CIPD level 5 or above qualification or equivalent relevant experience in and L&D role
- Consulting with Stakeholders at all levels
- Carrying out training needs analysis and identifying possible solutions
- Designing and delivering engaging L&D solutions to groups and individuals
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



Role Profile: Learning and Development Advisor

Role competencies: Level 2

- **Strategic direction**
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.