

Position Title	Learning and Development Officer (Research in Practice, Children and Families)	
Position Number	2383	
Remuneration Band	Band 4	
Post Conditions	12 months fixed term maternity cover	28 hours per week
Position Location	NCB promotes a hybrid, flexible way of working, staff can work remotely or from our Devon or Sheffield Research in Practice offices if they wish.	
Directorate	Research in Practice	
Reports To	Senior Learning and Development Officer	

Purpose of Role

To support the development and delivery of evidence-informed learning content and activities to enable the professional development of those working with children and families in social care and related services.

Organisational Context

Research in Practice is now a member of the National Children's Bureau family. For almost 60 years, the National Children's Bureau has worked to champion the rights of children and young people in the UK. We interrogate policy and uncover evidence to shape future legislation and develop more effective ways of supporting children and families. As a leading children's charity, we take the voices of children to the heart of Government, bringing people and organisations together to drive change in society and deliver a better childhood for the UK. We are united for a better childhood.

[Research in Practice](#) works with and for professionals in the social care, health, criminal justice and higher education sectors offering resources, learning opportunities and specialist expertise. We aim to support their learning to enable people – children, young people, families, adults, carers and communities – to live good lives.

Research in Practice brings together research evidence, practice wisdom and expertise from people's lived experience. We do this by interpreting the latest research evidence, working with professionals across the sector to share practice wisdom, and listening to people with lived experience. We then work with experts to create learning opportunities and resources on relevant topics; tailored to the needs of individuals and organisations.

Research in Practice is steered by our membership network, comprising of over 220 local, national and voluntary organisations, as well as universities across England.

Key Accountabilities

- To lead on the design and development of evidence-informed, accessible learning and development materials to support workforce, organisation and system development in the children and families social care sector. This includes evidence scoping, content development, commissioning, project management, editing and quality assuring learning materials.
- Learning activities and materials include: a regularly updated menu of continuing professional development (CPD) sessions available to organisations in the Research in Practice membership network; materials and guidance to support workforce development and team-based learning.
- To collaborate with Research in Practice colleagues and our network of external associates to ensure that the content of learning sessions is updated and approaches to learning are continuously improved.
- To work closely with our Partner Engagement team to ensure learning materials meet the needs of the membership network.
- To provide tech support and facilitation for online CPD sessions and events with a range of participants, including senior leaders across the sector.
- To build strong relationships with sector experts and effectively manage relationships with content producers, facilitators, people with lived experience and those working in research, policy and practice.

Role Descriptors

Decision Making

- Take responsibility for own work.
- Be able to prioritise and balance competing demands, exercising judgment and autonomy in order to ensure deadlines and quality standards are met.
- Ensure timely escalation of significant decisions to senior colleagues and support the identification of solutions.

Analysis and Initiative

- Take a quality assurance role in relation to learning content.
- Contribute to the development of a quality assurance framework for learning materials.
- Keep up to date with the application of learning theory to develop the best possible learning experiences and activities.
- Engage with policy and research developments and Research in Practice publications and outputs to inform work.
- Contribute to the continuous improvement of Research in Practice approaches to learning and development.

Working Relationships

- Build strong relationships with the range of Associates and those commissioning learning with Research in Practice. Effectively broker and manage relationships with facilitators and content developers and with the people with lived experience who contribute their expertise to learning activities.
- Build relationships with workforce development colleagues and learning event participants across the Research in Practice partnership network and wider sector to support the implementation of evidence-informed policy and practice.
- Collaborate with colleagues across Research in Practice and the rest of NCB, to develop our learning offer, share best practice and to maximise our impact.
- Offer timely and helpful responses to queries from members of the Research in Practice partnership, in relation to the learning activities we provide.
- Effectively work alongside colleagues to ensure the smooth running of the events programme, the majority of which is delivered online.

Developing Others

- Contribute to the development of Research in Practice and wider NCB colleagues to build their skills and knowledge in generating learning content and activities, online hosting and facilitation, presentation skills and confidence.

Resource Management

- Responsible for commissioning external facilitators to create learning materials, activities and resources, within agreed budgets; striving to ensure best value in all activity.
- Understand and administer financial systems and processes to support commissioning processes and contract management.

Person Specification

Knowledge, Skills and Expertise

- Experience of developing learning resources and activities to support organisational learning and individual professional development.
- Knowledge and experience of social care or related sectors.
- An understanding of current and emerging thinking about learning theory and methods for CPD. In particular in relation to online learning activities.
- Experience of project management and relationship management.
- Good communication skills, including confident public speaking and facilitation.
- Ability to manage time and multiple projects effectively and willingness to work flexibly in a varied role, which combines desk-based activity with some travel and overnight stays.
- A commitment to always work hard and act in the best interests of Research in Practice and NCB.

Other

- Some travel will be required for this role.

Working at the National Children's Bureau

NCB is an equal opportunity employer and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of protected characteristics or attributes.

Background Checks

To ensure we effectively safeguard people that we work with, NCB will carry out a number of pre-employment checks as part of our recruitment and selection process to enable us to make informed recruitment decisions. After interview we may ask potential staff members in relevant roles for consent to a Disclosure check which will be carried out by the Disclosure and Barring Service (DBS).

In order to process the Disclosure check, NCB is required to confirm the identity of any potential staff members. For this reason, we will seek documentation as evidence of identity and a list of the documents required will be discussed with the potential staff member by the Human Resources team. You do not have to consent to these checks being carried out. However, if consent is withheld NCB will have the right to withdraw the offer of employment.

Benefits and Conditions

NCB employees enjoy a number of benefits as part of the terms and conditions of their employment including generous leave provisions, a flexible approach to working, an Employee Assistance Program, and workplace pension contributions.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form you are agreeing to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner.