

# Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

<b>Job title</b>	People Development Partner	<b>Location</b>	Flexible – with regular presence in Chesterfield office and London office and some UK travel
<b>Contract type</b>	Full-time, 35 hours per week	<b>Contract length</b>	Permanent
<b>Date</b>	March 2022		

## Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

The People and Organisational Development (POD) Directorate influences, enables and facilitates a high performing organisation focusing on our people. Collectively, the role of POD is to:

- inform, drive and support ongoing organisational change and improvement.
- put learning, wellbeing, flexibility, collaboration and inclusion at the heart of our culture.
- understand and translate organisational needs and provide responsive and impactful services that support delivery.

## Main purpose of the role

The People Development Partner will inspire our staff and volunteers to do their best in their roles, and through the development and delivery of a range of learning and development (L&D) initiatives

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equip them with the skills and knowledge they need to make a difference to the lives of people affected by arthritis.

The People Development Partner will work in collaboration with stakeholders across the organisation to develop a high performing organisation and teams, maximise workforce talent and shape the charities future. They will work closely with the People Business Partners and other key stakeholders to develop a cohesive approach to learning and wider organisational development using metrics to measure success and to provide continuous improvement to our offer.

This role will require high levels of collaboration and coproduction across Versus Arthritis and include some development and delivery of virtual as well as face-to-face training and content creation.

## Management and key relationships

### Roles managed

None.

### Reports to

People and Organisational Development Manager

### Key Relationships

- Organisational Development team
- Diversity, Inclusion and Involvement team
- People Operations team
- People Business Partner team
- People managers across the charity
- Employees across the charity
- Volunteer involving teams
- Volunteer managers across the charity
- Volunteers across the charity

## Main Responsibilities and Duties

1

**It's about developing the organisation's people skills needed to deliver organisational ambitions**

- Working with People and Volunteering Business Partners, managers and other key stakeholders to identify development needs of staff and volunteers.

- Working with the digital and brand teams as well as other key stakeholders to develop, implement, deliver, assess and monitor key learning interventions that are appropriate for the geographical locations and learning preferences of the organisation.
- Working with key stakeholders to create Learning and Development solutions to enable the successful adoption and/or implementation of organisational initiatives.
- Supporting the development of an early careers programmes in support of the charity's future skills base and managing successful delivery across the charity.
- Using the organisation's procurement process to source and engage external suppliers, to support organisational development.
- In collaboration with the People Development team and People/Volunteer Business Partners, developing and delivering learning and development opportunities through initiatives such, mentoring, coaching and action learning sets.
- Contributing to the ongoing development and improvement of our continuous performance review, development and management framework.
- Upskilling people managers through the development and delivery of tailored training programmes focused on our policies and procedures.
- Developing and promoting self-learning options across the charity including digital/ eLearning solutions.
- Development and delivery of induction, onboarding and organisational requirements, for example safeguarding, health & safety and other training.

2

### **It's about learning, evaluating and improving**

- Developing and reporting on organisational and learning development metrics and implementing measures to drive improvements.
- Reviewing and improving how learning and development is developed, managed and recorded across the organisation for both staff and volunteers.
- Optimising the use of digital tools including our Learning Management System to widen access to learning opportunities across the organisation.
- Working closely with leaders and managers across the organisation to understand and meet their teams' development and training requirements.

3

### It's about organisational and cultural change

- Championing the development of inclusive learning experiences which are accessible and representative of all audiences and which promote wellbeing across our people.
- Supporting people managers to enable them to embed values, behaviours and expectations of the way we work across their teams.
- Coordination of talent management programmes, including succession planning and performance-potential assessments.
- Supporting the development of a digital first and self-serviced approach and culture for learning at Versus Arthritis.
- Creating a sense of community through learning at Versus Arthritis, underpinned by co-creation and representation of existing and under-represented audiences, so everyone feels Versus Arthritis is for them.

### Criminal Record Check

#### Requirement

This role DOES NOT require a Criminal Record check.

### Person specification

Knowledge, skills and experience: essential requirements

	Requirement	Evaluation stage
1	A proven track record in the design and delivery of a blended Learning and Development service offering with learning outcomes with a tangible business impact.	Application/ Interview
2	Knowledge of learning theories, frameworks, digital technologies, design, implementation and evaluation methodologies.	Application/ Interview
3	Strong advising and coaching skills enabling managers to develop their knowledge, confidence and capability in managing people to get the best out of their teams whilst ensuring a balanced approach to risk and reputation.	Application/ Interview

4	Demonstrable experience in creating learning content, delivering training interventions and evaluating impact.	Application/ Interview
5	Evidence of excellent stakeholder and relationship management.	Application/ Interview
6	A flexible, pragmatic and creative approach, redefining problems in light of information gathered or changes in context.	Application/ Interview
7	Practical experience of Learning Management Systems.	Application/ Interview
8	Good working knowledge of UK employment legislation and policies.	Application/ Interview
9	Qualified to CIPD Level 5 Certificate in Learning and Development (or equivalent qualification) or equivalent experience.	Application

#### Desirable requirements

## Values and behaviours

	Requirement	Evaluation Stage <sup>1</sup>
1	Member of CIPD or equivalent.	Application
2	Experience of developing, implementing and evaluating learning solutions with, and for, volunteers.	Application/ Interview
3	Experience working with large numbers of volunteers across the UK/ four nations.	Application/ Interview
4	Qualified in Psychometric testing (Ability tests – formally Level A and/or Personality tests – formally Level B).	Application
5	Coaching qualification or experience.	Application/ Interview
6	Experience of working in a Human Resources team	Application

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.

We value **persevering** with challenges when we know **it's the right thing to do**.