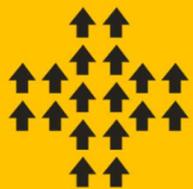


Learning & Engagement Manager *(maternity cover)*

Role Description and Recruitment Pack



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Role overview

- Title:** Learning and Engagement Manager
- Hours:** 24.5 to 28 hours per week (part-time)
- Contract:** 12 months fixed term contract to cover maternity leave.
- Location:** 1 Lamb's Passage, London, EC1Y 8AB
There is flexibility for hybrid working in this role. You must be able to work in the office at least once a week, or as the organisation requires.
- Reports to:** Head of People, Culture & Place
- Salary:** £42 - £45k (Full-time equivalent salary)
Salary dependent on actual hours, and on skills and experience.
- Closing date:** 17th March, 9am.

Why this position is important to us

Stewardship is a growing and thriving organisation with a strong culture of collaboration and desire to see God's Kingdom grow. We are blessed to work every day alongside passionate, dedicated and diligent colleagues who combine their faith, skills and experience to help Christians be the best stewards of the resources God gives them.

With 120 employees working to deliver our organisational strategy across diverse teams who provide products and services to our donors and partners, this is a key role to ensure all employees are equipped to develop in their role and create a culture of continuous learning and engagement.

The impact you will have in this role

Talent and learning is one of the four pillars of the People, Culture & Place Strategy, and you would have responsibility for implementing this area over the next 12 months. There is scope to bring your experience of learning and development and shape the delivery of this programme within Stewardship. You would be an essential part of creating a motivated, skilled and equipped workforce ready to steward their resources to further God's kingdom.

The People, Culture & Place team are a very supportive team of five, with an emphasis on prayer, employee experience and a desire to implement our value proposition to *"create a kingdom-focused team, serving together to bring joy to all our customers. Well supported, well rewarded and servant-hearted, our people are our value"*

Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

Or download the **Stewardship Giving App** from Google Play or the App Store

Job detail

Overview

The Learning and Engagement Manager plays a pivotal role in implementing Stewardship's *People, Culture & Place* strategy, with a strong focus on learning, development, and employee engagement. This 12-month maternity cover position supports the organisation's mission by enabling colleagues to grow, develop and flourish in their roles, contributing to a thriving, skilled and motivated workforce.

Leading on designing, delivering and embedding learning and development initiatives across the organisation, ensuring all staff have access to impactful, relevant and accessible learning pathways. The role also champions employee voice—strengthening listening mechanisms, analysing engagement insights, and nurturing a culture of continuous improvement, collaboration and community.

Main responsibilities

To include, but not limited to:

Learning and development

- Responsible for creating and implementing a programme to identify training and development needs across Stewardship, using assessment and analysis tools.
- Systematically supporting individuals to develop their personal learning plans and help identify learning opportunities to support this.
- Embed competencies and behaviours into job roles to improve recruitment and performance processes.
- Mapping all learning across the organisation to create clear learning pathways and opportunities for progression
- Identify and investigate learning methods, and create recommendations to facilitate training, learning and development for individuals and teams.
- Work proactively with team leaders to prioritise learning & development, designing and creating training programmes which are team or group specific.
- Design and implement innovative ways of encouraging informal learning across Stewardship and creating a framework to ensure this becomes a core part of organisational culture.
- Develop and organise ongoing training for line managers to support them to lead effectively and in line with servant leadership behaviours.
- Create high quality and accessible guidance to ensure all colleagues are accessing a full range of benefits and opportunities to learn, grow and develop while at Stewardship.
- Facilitate and deliver training to staff, with support from other PC&P members or LT. For example, on equality & diversity, or coaching skills etc.
- Monitoring and reporting on learning expenditure, working closely with team leaders to ensure learning targets are being met.

Employee engagement

- Lead on developing our employee listening opportunities:
 - Planning, implementation, analysis, presentation and follow up of our regular staff pulse surveys, working with team leaders to implement findings.
 - Create a programme of listening at key moments of the employee lifecycle, e.g. returning to work after maternity leave, exit interviews, through probation etc.
 - Facilitate and work with other staff to deliver topic-led consultations, gathering insights on specific areas.
- Oversee the exploration and development of an employee forum to strengthen employee voice. Working to develop terms of reference, organise meetings, and facilitate speakers and feedback.
- Evaluate the impact of activities using a range of evidence and metrics to identify insights, trends and patterns.
- Working with the Head of PC&P to identify, implement and roll out any appropriate software to underpin employment engagement and learning.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

You are a practising Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.

You will have:

- At least three years experience in a learning and development role, preferably at a management level.
- Experience of leading and implementing learning initiatives within organisations and have a passion to support colleagues to embed learning and grow in their role.
- Good knowledge of learning theories, and experience of applying these within the organisational context.
- Experience of delivering learning initiatives to individuals and groups at all levels of an organisation.
- Experience of establishing a range of employee voice channels, and ability to evaluate findings.
- Excellent communication skills, both verbal and written, able to influence and engage a range of stakeholders.
- Commitment to your own personal development and learning.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
You have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Minimum of three years experience in a learning and development role	✓	
A qualification in a relevant field, (for example, CIPD Associate Diploma in Organisational Learning & Development)		✓
Up to date knowledge and experience of learning theory and learning needs analysis, use of competencies and behaviours.	✓	
Experience in designing, developing and delivering learning solutions	✓	
Ability to collaborate across teams, facilitate meetings and engage with a range of stakeholders with confidence.	✓	
Knowledge and experience of establishing employee voice channels		✓
Excellent communication skills, both verbally and written.	✓	
Excellent analysis skills, able to understand patterns and make data - informed recommendations	✓	
Strong IT and digital skills, proficiency in MS Excel	✓	
Experience of using Power BI and Copilot		✓
Experience in developing and delivering training to leaders and managers	✓	
Demonstrated enthusiasm for supporting the organisation's Christian mission and working with integrity and excellence.	✓	
Experience of identifying, implementing and roll-out of learning software		✓

Working for Stewardship

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).
A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role. There is flexibility for hybrid working in this role. You would be required to attend our London office at least once a week, or as the organisation requires.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Health Cash Plan, Level 1 cover paid by Stewardship
 - Interest-free loans
-



How to apply for this role



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600,

Email: careers@stewardship.org.uk

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