



Learning and Knowledge Lead

Recruitment Pack

About us

Tudor Trust is a grant-making organisation with £230 million assets and a 70-year history of supporting voluntary organisations and community groups driving positive social change across the UK.

We recognise that philanthropy has traditionally held power in ways that reinforce injustice through its investments, programmatic priorities and funding allocations. We believe this form of exercising “power over” should be rebalanced by fostering “power with” and “power within”. This means placing communities and individuals at the heart of our work, providing resources to support their collective ambitions for transformative change in society.

To address the power imbalances within philanthropy, Tudor undertook a transformative shift to reshape every aspect of our work which led to the creation of the ‘Change We Seek’ strategy, and our commitment to advance racial justice by resourcing power within communities.

As we continue to redefine our approach to grant-making and broader organisational practices, learning has become a cornerstone for driving meaningful and systemic change. The learning and knowledge lead is a new role and offers an exciting opportunity to engage with the whole team, trustees, grantee partners and networks to find the threads that align with our ‘Change We Seek’ strategy and to capture our learning.

Tudor is currently in an emergent, iterative state and we’re finding our place in the ecosystem of systems change and racial justice. This role will not work in isolation as we have a strong learning culture but will work with the whole team and our stakeholders to help consolidate learning, make actionable suggestions so we can improve, whilst making our learning journey more visible. This role will be iterative and responsive, grounded in curiosity and systems thinking, helping Tudor maintain a reflective and agile approach to addressing societal challenges.

Our behaviours and ways of working

We have a strong commitment to people and culture which we live through our **behaviours** framework so that we are **accountable** to each other and to our communities. Our internal practices focus on **learning** and **systems thinking** so that we can be iterative, based on how our understanding evolves about the complexity and interconnectivity between different parts of the system. We actively incorporate all of this into our JEDIB principles, policies, roles, governance and leadership. This in turn underpins how we approach our grant making and other programmatic work.

These are our behaviours:

Bravery

Taking action, despite fear, uncertainty, or potential risk, fostering a culture of trust, innovation and collaboration.

Collaboration

Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

Compassion

Showing consideration for the wellbeing of others, with an emphasis on kindness, equity and justice.

Creativity

Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

Humility

Being modest, respectful and open to others' perspectives and feedback fostering an environment of continuous learning.

Inquisitiveness

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

Integrity

Demonstrating honesty, fairness and reliability in all professional interactions and decisions creating a foundation of trust and respect.

About the role

Learning and Knowledge Lead

The learning and knowledge lead is a pivotal role in a period of organisational transformation, we need someone that is willing to come on this journey with us as things shift and change along the way.

Through our learning we want to:

- Continue to shift and develop how we operate as an organisation.
- Make bold funding and investment choices.
- Move closer to the change we seek in line with our mission.

This role requires someone with an inquisitive, brave, and collaborative mindset who is comfortable working with complexity and thrives in iterative environments. You will have excellent relationship-building skills, working closely with our grantee partners, programmes team, senior leadership team and the CEO, as well as with peers from other organisations to share and capture learning. We have a strong learning culture and a committed and passionate team who want to make a difference in the philanthropy sector, so we're looking for someone who can build on our learning and insights, hold us to account, challenge our thinking and amplify the voices of our grantee partners. This role is vital in consolidating our learning and helping us ensure that the 'Change We Seek' strategy is embedded into everything we do.

The ability to communicate learning, insights and Tudor's messaging in different mediums, to connect and collaborate with different people and the ability to create safe, meaningful and trusting spaces where people can learn, reflect and share is essential.

The role is a blend of traditional knowledge sharing and evaluation alongside entrepreneurial and creative problem-solving, working with complexity and turning it into tangible action. This is a real opportunity for someone to help us navigate our way through change by sharpening our own workstreams and strategies.

As we continue to develop as an organisation, we will support individual team members to further develop their skills accordingly. We are therefore looking for people who are multidisciplinary in their skill set; collaborative and curious in aptitude; and can combine identity and passion with strategic thinking.

Salary:
£49,000 per annum

Location:
Hybrid – London office 3
days per week

Hours:
35 hours per week

Contract:
Permanent, full time

Reporting to:
Head of Programmes

Key responsibilities

Learning and insights:

- Build on learning and insights from our grantee partners and the team to develop a learning strategy aligned with Tudor's 'Change We Seek' strategy.
- Capture and consolidate key learnings from across the organisation, keeping an up-to-date account of our transformation journey.
- Proactively suggest new approaches and actionable improvements based on internal and external learning and emerging themes that can shape Tudor's evolving approach.
- Support the team and individuals with their learning through auditing our learning approach, coordinating and facilitating learning opportunities, sharing your knowledge and insights from the field, developing learning materials and supporting the sharpening of Tudor's workstreams.
- Stay informed about emerging developments and best practice in relevant areas such as systems change, racial justice, philanthropy and social justice and ensure it is shared with the team to better inform our practice.

Communications and network engagement:

- Receive support and training to become one of Tudor's pool of spokespeople and when required represent our learning and insights in media interactions, public appearances, external events and external communications; contributing to sector-wide conversations on social justice and philanthropy.
- Create accessible ways to share insights internally and externally, ensuring our learning benefits the wider social justice and change ecosystem.
- Work closely with the programmes team and our grantee partners to inform Tudor's messaging and ensure that we are engaging in bold and courageous storytelling that amplifies grantee voices.
- Build genuine, respectful relationships with a broad range of stakeholders, including community organisations and sector leaders to share learning and support each other in transforming the philanthropy sector.

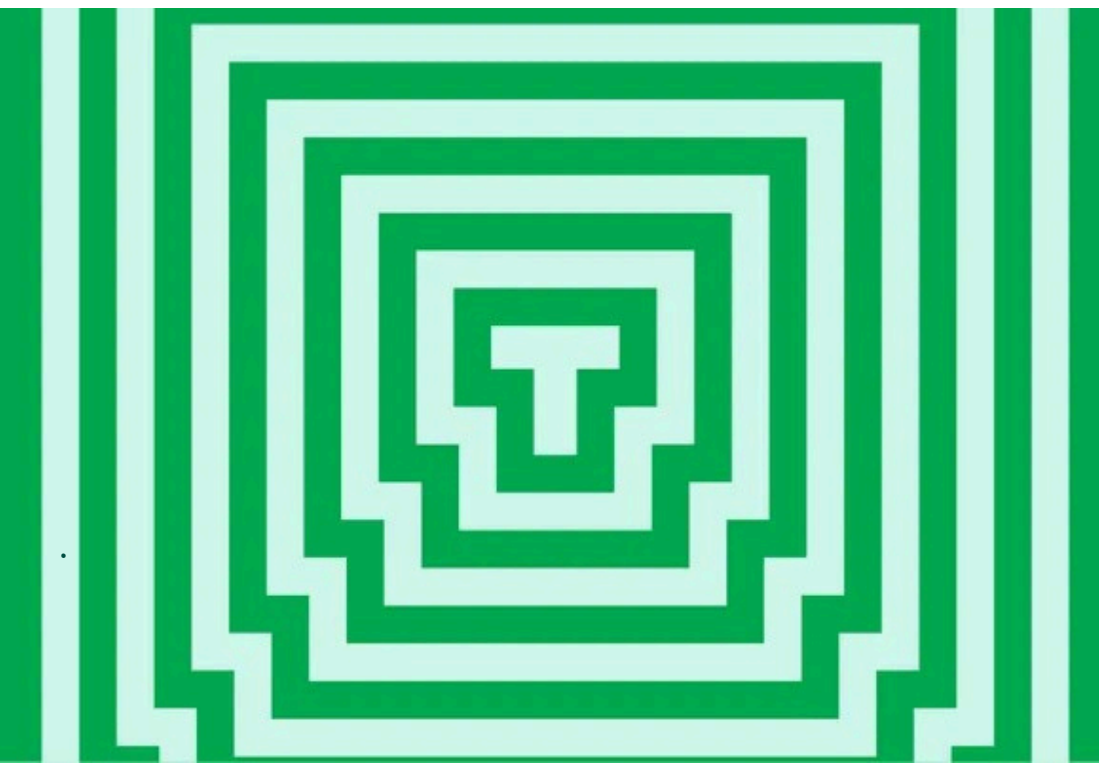
Programmes support:

- Support the programmes team to reflect on and adapt our grant-making practices based on emerging insights and community feedback.
- Evaluate our contribution to the change we seek framework within our programmes work.

Organisational strategic support:

- Contribute to the embedding of our behaviours framework and the change we seek framework into the organisation alongside Justice, Equity, Diversity and Inclusion (JEDIB) principles.
- Hold the organisation to account to ensure we are practicing the principles outlined in the 'Change We Seek' strategy, JEDIB framework and behaviours framework.
- Support the senior leadership team with their strategic development of the organisation as it continues to go through its transformation.
- Work closely with the CEO and Chair of the Board to support the Board of Trustees' learning journey and to support the ongoing development of diverse representative governance, with equitable and inclusive practices.
- Where necessary, coordinate and supervise external consultants, freelancers or facilitators.

As our organisational change initiatives progress, the Learning and Knowledge Lead role will evolve, facilitated and managed by ongoing reviews conducted in collaboration with the Head of Programmes.



Person specification

Experience, Skills and Knowledge

- Experience in designing and leading learning, knowledge, or evaluation strategies within philanthropy, social justice, or community-led sectors.
- Experience of working in a transformation space or for an organisation that has navigated through significant change.
- Experience of working with staff from all levels of an organisation.
- Experience in communications; supporting the crafting of comms messaging and learning materials as well as experience in presenting and facilitating.
- A deep understanding of power, equity, and systems change and how this impacts those who have lived experience of racism and other injustices, with experience applying these principles to learning and knowledge work.
- Relationship-building skills, with the ability to cultivate and maintain positive and trusting relationships at all levels of the organisation and build genuine, trust-based partnerships with grantees, sector leaders, and stakeholders.
- Strong facilitation and communication skills; someone with the ability to translate learning into accessible insights.
- Ability to adapt to changing priorities and navigate complex environments, demonstrating flexibility in approach and willingness to learn and evolve.

Key Attributes and Values

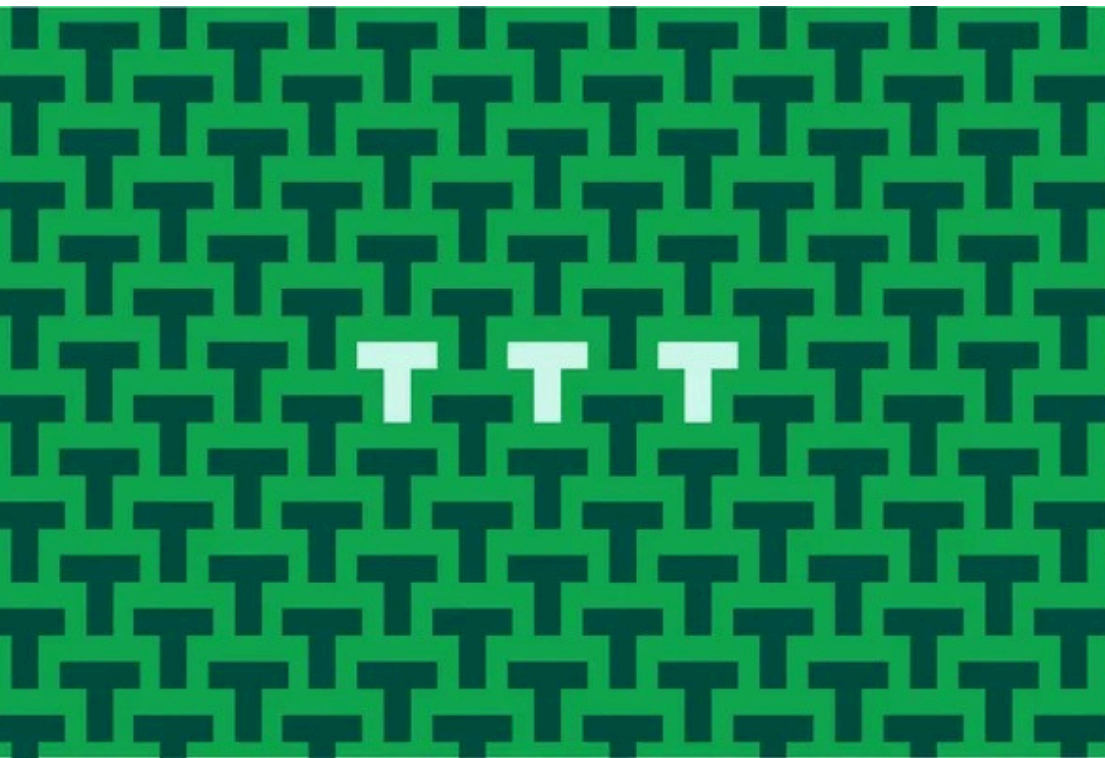
- Commitment to justice, equity, diversity, inclusion and belonging (JEDIB), reflected in lived or learned experiences and understanding better the role of philanthropy in social and racial justice.
- Commitment to systems change thinking and understanding how individual efforts contribute to broader societal transformations.
- Willingness to understand the multiple ways in which power operates, and how we can work within a framework in which power is harnessed for social good.
- Curiosity and openness to learning, actively listening to grantees and stakeholders, and continuously seeking opportunities to enhance understanding and drive organisational growth.



Our commitment to Equity, Diversity and Inclusion

At Tudor Trust, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social-economic background.

Tudor Trust is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



How to apply

If you would like to apply for this role, please submit a CV and response to the following questions to resources@tudortrust.org.uk:

- Given this is a new role, what aspects of your skills and experience would you bring to developing this role, and why?
- Share with us your approach to relationship-building and working collaboratively with different stakeholders, paying attention to our behaviours.
- Through your own experience in the field, how do you understand the relationship between racial justice, knowledge, and learning?

The questions can be responded to in one of four different ways:

- Written A4 (max 1000 words)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video Recording (No more than 5 mins)

Applications open: Thursday 3rd April 2025

Applications close: 9am Monday 28th April 2025

Interview schedule

- 8th and 9th May 2025: First stage interview (virtual)
- 14th May 2025: Second stage interview and task (in person at our office in Holland Park, London)

If you have specific questions about the role, or if there's anything you'd like some clarity on, please email elisestpalmer@tudortrust.org.uk