

Job Description and Person Specification

- Job title:** Learning & Insights Manager
- Reports to:** Chief Operating Officer
- Location:** Hybrid, minimum 2 days per week in our office in London
- Contract:** Permanent, full-time
Please note that Blaggrave is currently trialing a four-day working week. At present, full-time hours total 32 per week. This arrangement may change following the outcome of the trial and could increase to a maximum of 37.5 hours per week.
- Salary:** £37,000 - £39,000
- Benefits:** 25 days annual leave plus bank holidays, 5% pension contribution, employee assistance programme, flexible working, amongst others. Click [here](#) to find more information on our commitments and benefits.

Application deadline: 30th April 2026

Interview dates and format: Interviews are expected to take place between the 11th and 22nd of May. Each interview will last approximately 90 minutes and will include a 20 to 30-minute task, followed by a 45 to 60-minute interview covering elements of your CV and competency-based questions.

To apply, please send your CV and cover letter to hr@blagravetrust.org by 30th April 2026. Please use the role title as the email subject line. Please also complete the anonymous [recruitment monitoring form](#) to help us ensure that our recruitment practices are fair, transparent and inclusive.

Your cover letter should be a maximum of 2 pages and should include answers to the questions below, in addition to any other information you would like to share with us. In the person specification section of this document we detail what we're looking for in the application stage. If you prefer, your cover letter can be sent in video or audio recording (maximum of 7 minutes).

You are welcome to answer in bullet points. We encourage you to draw on professional, voluntary, and / or lived experiences – whichever feels most relevant.

Questions:

1. What interests you about this role and why do you think you are a good fit?
2. Describe an experience where you designed or facilitated a learning process or reflective space for a team or organisation. What did you do, what worked well, and what did you learn?

3. Tell us about a time when you brought together different types of information (for example: stories, data, reflections, observations) to generate meaningful insight, and how you connected these insights to wider conversations happening in the sector. What was the context, what did you notice, and how did this influence decisions, next steps, or contribute to shaping or informing the wider sector conversation (either directly or by supporting others to do so)?
4. How do you build trust and encourage open learning across a team or organisation? Please give an example of when you helped colleagues reflect, adapt or learn together.

Blaggrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.

This role is subject to checks including a Basic DBS check and 2 references. Candidates must be eligible to work in the UK.

What we do

The Blaggrave Trust is a charity that funds and collaborates with partners to bring lasting change to the lives of young people. We invest in young people as powerful forces for change and act upon their right to be heard in pursuit of a fair and just society.

We are committed to centring the voices of young people and those affected by the issues we work on. Our board and staff team bring lived and learnt experience that supports our mission. We listen closely to young people, partners and communities to better understand the realities they face and the systems that shape them.

Blaggrave will launch a new organisational strategy in June 2026 that will guide our approach over the coming years.

About the role

As Blaggrave prepares to launch our new strategy in 2026, this role will help ensure that learning informs our decisions and strengthens our work. The Learning and Insights Manager will support the development and implementation of our emerging impact framework, evaluating evidence, stories and reflections from young people, partners and colleagues to help us understand what is working, what is not, and what this means for our future.

The role is primarily internal (around 70% of your time). You will lead our learning processes, create meaningful spaces for reflection, and develop practical tools that help colleagues

learn, adapt and act. You will ensure that insights are captured, synthesised, shared and used across the organisation, from day-to-day practice through to strategic decisions.

You will also help us communicate what we are learning to the wider sector (around 30% of your time). Through reflection pieces, identification of sector-relevant events, and collaboration with partners and funders, you will support Blaggrave to be part of meaningful sector wide conversations.

If you are curious, collaborative and motivated by the belief that good learning leads to better outcomes for young people, this role offers a real opportunity to shape change within Blaggrave and beyond.

We recognise this is a broad role. Final responsibilities and priorities will be shaped together with the postholder based on their strengths, experience and workload capacity.

Job description

Overall purpose:

The Learning and Insights Manager leads Blaggrave's approach to learning, research and impact while supporting Blaggrave's contribution to wider sector conversations. The role evaluates data and distils insights from programmes, partners and external research into clear and actionable recommendations that improve our work. This includes convening learning spaces, and sharing insights internally and externally.

Key responsibilities:

1. Insight Generation

- Bring together learning across programmes to evaluate what is working, what is not, and what this means for our practice, informing programme design, organisational priorities and strategic decisions.
- Identify patterns, themes and connections across programmes.
- Work with programme leads to ensure that insights are captured in light-touch reporting and evaluation activities, and learning partnerships.
- Translate complex information into accessible, meaningful summaries for colleagues and trustees.
- Identify stories and insights to inform communications outputs for different audiences.
- Support colleagues to articulate learning questions and use insight to guide programme development.
- Produce internal and external reports (e.g. annual impact report), summaries and dashboards that support strategic reflection and decision making, including at Board level.

2. Organisational Learning and Development

- Support the development and implementation of Blaggrave's emerging impact framework and theory of change, including developing tools to collect quantitative and qualitative data.
- Lead Blaggrave's internal learning processes, including quarterly learning reviews and ongoing reflective spaces, working closely with the Senior Management Team to ensure learning activities align with organisational priorities and our evolving work.
- Design and facilitate inclusive learning sessions that support staff to think, reflect and adapt.
- Develop tools, prompts and practices that embed learning into team rhythms and day-to-day work.

3. Knowledge Management

- Ensure learning is documented in clear, accessible and usable ways.
- Develop simple processes and templates that help the team record and share learning consistently.
- Maintain a light-touch, well-organised set of internal learning resources and materials.
- Support colleagues to communicate learning accurately and engagingly, connecting Blaggrave's insights with wider debates on relevant themes.
- Produce blogs and reports to share learning externally.
- Participate in learning-focused conversations with partners and funders.
- Monitor the wider sector (youth sector, funder landscape, etc) to ensure Blaggrave is able to participate in conversations and influence as desired.

4. General duties

- Provide general support across Blaggrave where additional capacity is needed.
- Represent Blaggrave externally at meetings with partners, contractors and peers as required.
- Show an active commitment to anti oppressive and anti-racist practices including attending organisational training and reflection sessions and applying this learning in your work and Blaggrave's wider work.
- Attend regular training to support learning and development.

Person specification

We are looking for someone who is thoughtful, curious and skilled at making meaning from complexity. You will enjoy creating spaces where people can think and reflect together, and you will be confident in turning learning into clear insight that supports better decision making. You will be collaborative and people centred, with the ability to build trust with internal and external stakeholders, and work closely with colleagues to embed learning in everyday practice. You will also be comfortable working with qualitative and quantitative information, noticing patterns, and helping others understand what these insights mean for our work. You will also be able to create simple tools or processes that help embed learning in practical, everyday ways. Above all, you will be motivated by Blaggrave's mission and committed to approaches rooted in equity, inclusion and shifting power to young people.

We are open to candidates from all backgrounds, but we will prioritise those who will help us continue to diversify the voices heard in philanthropic work and strengthen our commitment to centring young people in all we do. We are committed to creating an equitable environment where all can thrive. We will ensure that the recruitment process and decision making ensures representation of both age and other forms of diversity.

	Cover letter & CV	Interview
Essential skills, knowledge and experience		
Experience working with qualitative and quantitative information to support insight generation (through research or equivalent practical experience).	✓	✓
Experience designing and facilitating organisational learning processes and reflective spaces.	✓	✓
Able to present data clearly and in a compelling manner for different audiences (written and verbal).		✓
Ability to synthesise complex information into clear, actionable insight.	✓	✓
Ability to identify themes, patterns and connections across programmes and learning sources.	✓	
Strong communication and writing skills, able to summarise learning clearly for different audiences.	✓	✓
Experience supporting teams to learn, adapt and embed reflective practice in day-to-day work.	✓	
A proactive, thoughtful problem solver able to balance reflection with practical action.		✓
Comfort with ambiguity and an iterative, learning-oriented approach.		✓

Digital literacy skills, including the ability to use simple tools for organising information, creating basic dashboards or summaries, and supporting light-touch knowledge management (e.g., shared drives, spreadsheets, survey tools).	✓	✓
Experience communicating learning or insight externally (e.g., blogs, reflection pieces, sector discussions).	✓	✓
Comfort organising information using simple knowledge-management tools (e.g., shared drive structures, basic templates, or light-touch digital tools).		✓
Desirable skills, knowledge and experience:		
Understanding of social justice, youth sector, lived-experience-led work and/or climate justice	✓	
Experience contributing to the development of impact measurement frameworks or theories of change.	✓	
Experience creating simple tools, templates or processes for capturing insight.	✓	
Essential values:		
Strong belief in Blaggrave’s core mission and values, including a commitment towards anti-oppressive practice.	✓	✓
Great team player, flexible, with the ability to support and engage in team and cross disciplinary working.	✓	✓
Empathy and respect for the lived experiences of those young people we are here for.		✓
Deep commitment to social justice.	✓	✓
Collaborative, flexible, and mission-driven mindset.	✓	✓

Our Commitment to Equity, Diversity and Inclusion

Blaggrave is committed to equity, diversity, and inclusion. We expect all staff to actively engage in anti-oppressive and anti-racist practices and contribute to creating an inclusive environment for all, including young people and partners.

We want our organisation to reflect the young people and communities we serve. We welcome applications from people who are often excluded or marginalised in philanthropy, including people of colour, disabled people, LGBTQ+ people, people from working-class backgrounds, and those with lived experience of the issues we work on. As part of this commitment, we’re open to flexible and part-time working arrangements and a job share.

We recognise that traditional recruitment practices can exclude people, and we are committed to offering a fair, transparent, and inclusive process. We are open to discussing adjustments and alternative ways of showing your experience. If you meet part of the job specification but not all, please consider applying if you share the vision and values of the role.

Why Blaggrave

At Blaggrave, you will be part of a dedicated team focussed on work that matters. You'll also get a package that includes:

- competitive salary
- coaching, training and support to help you develop
- 25 days annual leave + company closure between Christmas and New Year's + bank holidays
- Flexible working and the option for extended remote working

Safeguarding Statement

We are committed to creating safe environments for young people and partners. All staff share responsibility for promoting safety, noticing concerns, and acting in line with our safeguarding policy. All job offers are made subject to appropriate background checks.

Candidates must be eligible to work in the UK.

This role is subject to a Basic DBS check and 2 references.