

Leadership and Learning Manager

October 2026

Purpose	Lead the initial development and mobilisation of Cranfield Trust's leadership training, services and community
Commitment	Three days per week, pro-rata
Contract	Five month fixed term
Location	Remote within the UK, with occasional travel for meetings and delivery
Reporting	Head of Operations
Salary / fee	Annual salary of £41K pro-rata

Background

Cranfield Trust brings together skilled volunteers and small charities to strengthen organisations, develop leaders and deliver impact that lasts.

Our [new strategy](#) marks an ambitious next chapter: reaching more charities, putting leaders at the heart of our work and expanding the practical, relational support they could not otherwise afford or easily access. We will embrace technology and AI, while protecting what makes our work distinctive: experienced people applying human judgement, understanding context and helping leaders turn knowledge into confident action. This is an exciting time to join us and help build a new leadership and learning offer that will connect mentoring, peer support, training and a leadership network, multiplying our impact across charities and communities throughout the UK.

We are entering a new strategic period in which supporting charity leaders and emerging leaders will be central to how we increase our impact. Small charity leaders are operating under sustained pressure, often with limited access to practical, high-quality development support. We want to build a clearer and more connected offer that helps leaders strengthen their confidence, capability and resilience, and in turn strengthens the organisations and communities they serve, and the wider sector.

We already provide leadership mentoring and peer-to-peer support alongside learning through our webinars, occasional workshops (usually under funded programmes) and resources. During the next phase, we will draw these services into a coherent leadership and learning offer, alongside a new training programme and a leadership network. Skilled volunteers will remain central to the model, bringing practical expertise, insight and judgement to the leaders we support.

Purpose of the role

The Interim Leadership and Learning Manager will turn this strategic intent into an initial, deliverable offer. Over 5 months, they will convene colleagues and volunteers, bring together existing activity, establish the foundations for new services and create a practical roadmap for the next stage. This is both a design and delivery role: the postholder will need to create clarity quickly, propose and launch a delivery platform, and begin making the offer real.

What success will look like after five months

- An agreed framework and clear proposition for Cranfield Trust's leadership and learning offer, including target audiences, core courses, pathways into support and established processes for learners.

- Existing mentoring and peer-to-peer services mapped into that approach.
- A practical new volunteer-led training programme scoped and launched, with initial content, delivery arrangements and a pilot of courses having been completed and reviewed.
- An established leadership network or community, with early engagement begun. A well planned and executed leadership community event in February (some plans already underway).
- A supported pool of volunteers and facilitators, plus a costed delivery roadmap, measures of success and recommendations for the permanent structure.
- Strong relationships with funders and clear record keeping to ensure effective funder reporting.
- A clear comprehensive handover and future set of plans which support continuity of the work.

Core responsibilities

- Shape the offer. Work with existing staff to develop a coherent leadership and learning framework that connects mentoring, peer learning, training and the leadership network, and reflects the needs of smaller not for profit organisations across the UK.
- Mobilise new activity. Scope and begin launching the new training programme and leadership network, balancing a strong long-term model with practical early delivery.
- Strengthen existing services. Work with colleagues responsible for webinars, mentoring and peer-to-peer support to understand current practice, develop what works and participant journeys, consistency and quality.
- Explore development of a diagnostic to help identify leader and emerging leader challenges and needs
- Coordinate people and delivery. Create and manage a focused 5-month work plan, bringing together service colleagues, volunteers, communications, impact, development and operational support.
- Enable volunteers. Identify, engage, brief and support volunteers who can act as mentors, trainers, facilitators, speakers or network contributors, with appropriate role clarity and quality standards.
- Build partnerships and insight. Engage charity leaders, sector partners and relevant specialists to test the offer, avoid duplication and ensure it responds to the realities of smaller organisations.
- Embed learning and impact. Define proportionate outcomes and feedback measures, use evidence to refine the offer and establish an approach to continuous improvement.
- Prepare for the next phase. Recommend the resources, governance, systems, budget and team responsibilities required for sustainable delivery, and provide a clear handover into the future structure.

Experience and knowledge

- Experience of designing and developing leadership, learning, capacity-building or organisational development programmes, ideally in or for the charity sector.
 - A track record of moving from concept to delivery quickly, including piloting or launching a new service, programme or community.
 - Experience of coordinating contributors who are not direct reports, ideally including skilled volunteers, associates, facilitators or subject-matter experts.
 - Experience of establishing training offers, using systems to schedule, administer and track events, and managing customer-facing services.
 - Sound understanding of adult learning, facilitation and inclusive programme design, with the judgement to commission expertise where needed.
 - Financial experience of managing project budgets, delivering to targets and ideally generating income.
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- Understanding of the pressures facing smaller charities and their leaders across the UK.

Areas of complexity

- Service design: sees how distinct activities can form a coherent, accessible and purposeful offer.
- Delivery and mobilisation: creates momentum, prioritises well and turns ambiguity into practical action.
- Collaboration and influence: builds trust and secures commitment across teams, volunteers and external stakeholders.
- Volunteer enablement: understands how to engage skilled volunteers while providing clear boundaries, support and quality assurance.
- Learning and facilitation: designs useful learning experiences and communicates confidently with charity leaders and experienced professionals.
- Insight and improvement: uses evidence, feedback and reflection to make sound decisions and strengthen delivery.

Approach and values

The successful person will be collaborative, practical and comfortable working at pace in a small, remote organisation. They will care about the experience of charity leaders and volunteers, be generous in sharing their expertise, and work in a way that reflects Cranfield Trust's values: we care and connect; we deliver impact that lasts; we learn and lead; and we meet the moment.

Questions and contact

Should you have any questions about this role please approach marie.langan@cranfieldtrust.org

Application and process

Please apply by submitting a CV and short cover letter explaining which you are a suitable candidate based on this role description. Share with marie.langan@cranfieldtrust.org not later than October 21st.
