



Learning Partner & Action Groups Manager

Job Description

To Apply

Please email jobs@weareisla.co.uk with your CV and a short note* to introduce yourself and tell us what excites you about this role by Wednesday 26th October.

*We're happy to receive video, audio or written notes with your CV. For audio or video, please keep these to a max of two minutes.

Who we are

We're [isla](#), the UK event industry sustainability body, a fast-growing nonprofit startup that exists to accelerate the event industry's transition to a sustainable future. Our focus is industry-wide collaboration to tackle the global climate crisis through collaborative and industry-specific action.

We aim to drive rapid change on a large scale by engaging the full spectrum of the industry; from brands and agencies to suppliers and venues, exhibition organisers to event support services.

We offer practical guidance and support, develop and run exciting projects to help move the dial forward, and have a number of products & resources that benefit the whole industry, helping us realise our shared sustainability ambitions.

You can read more about our aims and ambitions [here](#).

Company culture

We're a young organisation and we're developing our company culture as we grow, ensuring we remain open, constantly learning and are inclusive. We want our team to play a key part in shaping culture, ensuring the company not only promotes social and climate justice, but lives it too.

As a member-supported organisation, we value transparency and active listening, whilst staying true to our core aims of aligning the event industry with global climate goals.

Specifics of the role

This is an opportunity for a motivated, engaging and pragmatic person to support the delivery of education and direct action solutions, with progression opportunities within the organisation.



There will be elements of training, workshop development and delivery, project management and research, with space to learn, grow and develop skills and knowledge in these areas as well as sustainability.

We welcome applications from candidates who match the Skills & Characteristics description below. We build an individual onboarding plan for your first few weeks and months with us, so you don't need to have experience in every area below – just the willingness to learn and grow.

We empower our teams to shape their roles to suit the needs of the industry whilst always staying true to the ambitions of our company, so roles evolve and develop over time, but below is an idea of what you'll be doing:

Learning Partner - 40%

Training Delivery & Development

- You'll deliver live training modules in an interactive and engaging way, ensuring learning materials are distributed post-session. These will largely be online but some in person delivery may be required.
- Collating feedback from participants and identifying ways to improve delivery methods and sharing this with the Learning Lead.
- Working with the Learning Lead to improve learning content and supporting the writing and testing of new training material.
- Engaging in the development of guides and resources aimed at supporting members and the wider event industry.

Progression Pathway reviews and action plans

- You'll learn about our Progression Pathway approach and how to use this to review our Member organisations so you can:
- Provide an action plan as a follow up, including recommending suitable training modules that meet the needs of Members, based on where they are in their climate journey

Action Groups Manager - 60%

Action Group Development & Delivery

- You'll work with our Community Lead to develop the strategy for our Action Groups Programme; including development and delivery of the aims and ambitions of these groups in line with the wider isla strategy
- In partnership with our Community team, you'll recruit members into Action Groups and engage them in activities
- Supporting Action Group members to develop OKRs (Objectives and Key Results) and ensuring participants remain engaged and active in working towards these.

Resource development and growth of industry awareness / engagement

- Reporting on Action Group activities, learning and outputs and ensuring that learning and progress is reflected in training materials, resources and is distributed to relevant stakeholders.
- Communicating the activity of Action Groups by working with the Community Lead & MarComms Lead to share updates, successes and news.
- You'll be part of the review team responsible for updating and improving development of *proseed* guidance and criteria, based on Action Group outcomes.
- Engaging in both industry and isla events and representing the company where appropriate.

Projects and Transformation









- Identifying and engaging with third parties (industries or businesses) that can support the aims and ambitions of the Action Groups
- Developing and spearheading activities or projects within these groups with a longer term view of enabling environmental impact reduction of event activities.
- Identifying opportunities to drive transformation at scale and realising these opportunities wherever possible.

Experience

On-the-job training is provided, however 5+ years experience is required in a client / customer facing role within the event industry. Experience or a background in educating, training or convening and managing groups is a bonus. A genuine desire to see transformation at industry level from an environmental perspective is essential.

Must enjoy building relationships and be confident, or willing to develop skills, in speaking to new people, including at a senior level. Good knowledge of the segmentation of the event industry and the different needs of stakeholder groups is a bonus, but can be learned.

Key Skills & Characteristics

-  Skilled at engaging people in learning and inspiring action
-  A facilitator who enjoys extracting opinions and distilling information
-  A clear communicator that can articulate both the macro and granular
-  Climate and carbon literate
-  A relationship builder - diplomatic, an active listener and confident speaker
-  Conscientious, can work autonomously but also enjoys working with a team
-  Proactive, rises to a challenge and is a solution finder
-  Super organised and happy to learn new systems



 Confident to develop targets and work with teams toward achieving these

Further details

Salary:	£35,000 pa
Position:	Full Time
Start Date:	January 2023 (and sooner if possible)
Probation:	Three months with two weeks notice period. Following probation, one month notice period.
Holiday:	36 days per year, inclusive of Bank Holidays, office close between Christmas & New Year (transferrable) and your birthday off (or nearest working day if it's on a weekend)
Location:	Hybrid. Must be able to travel to London for in-person days at least four days per month and must be prepared to travel within the UK for in-person activities.

Recruiting Diversely

We are actively recruiting from all communities for this role, and building towards an inclusive culture. We aim to serve the needs of our staff within a supportive, respectful and just culture.

We welcome applicants from all backgrounds and encourage anyone who believes this role would suit them to apply as their authentic selves without fear of prejudice.

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