



Role Specification

Position	Head of Training (Consultant)
Reports to	Managing Director
Member of	Senior Leadership Team
Contract	Consultancy Agreement
Hours	6 to 8 hours per week
Consultancy Fee	£30 per hour
Location	Home-based with UK travel when required
Start Date	1 September 2026

Role Purpose

The Head of Training provides strategic leadership for ADR Conflict Specialists' training portfolio, ensuring our learning programmes are innovative, relevant and delivered to the highest possible standard.

Working as a member of the Senior Leadership Team, the consultant will lead the development of ADR's training strategy, oversee the quality and continuous improvement of our training provision and support the growth of our learning offer across housing, community safety and public services.

The role will work closely with trainers, associates and colleagues across the organisation to ensure our training programmes continue to meet the evolving needs of our clients while reflecting ADR's vision, mission and values.

Key Responsibilities

- Develop and implement ADR's Training Strategy.
- Oversee the development, review and continuous improvement of ADR's training portfolio.
- Ensure all training programmes remain current, relevant and aligned with legislation, regulation and best practice.

- Develop new courses, workshops, qualifications and learning resources to meet emerging sector needs.
- Lead quality assurance across all training delivery.
- Develop and maintain training standards, materials and delivery frameworks.
- Identify opportunities to expand ADR's training offer into new sectors and markets.
- Monitor learner feedback, evaluation data and training outcomes to drive continuous improvement.
- Work collaboratively with the Business Development Director and Growth & Strategy Director to identify commercial opportunities for training services.
- Support the promotion of ADR's training services through webinars, events, articles and sector engagement.
- Ensure ADR's training provision reflects organisational values and delivers an outstanding learner experience.

Leadership Responsibilities

- Contribute to the strategic leadership of ADR as a member of the Senior Leadership Team.
- Work collaboratively with colleagues to deliver organisational objectives.
- Champion ADR's vision, mission and values in all aspects of the role.
- Promote a positive, inclusive and supportive organisational culture.
- Identify opportunities for innovation, collaboration and continuous improvement.
- Support the promotion of ADR's services, expertise and impact by contributing to organisational communications and promotional activity, sharing knowledge and acting as an ambassador for the organisation.
- Build and maintain positive relationships with clients, partners and stakeholders.
- Contribute to cross-functional projects and organisational initiatives that support ADR's continued growth.

Essential Requirements

- Significant experience designing, developing or managing professional training programmes.
- Experience leading learning, training or education services.
- Excellent understanding of adult learning principles and instructional design.
- Experience developing training materials and learning resources.
- Strong quality assurance and evaluation skills.
- Excellent communication, presentation and facilitation skills.
- Experience managing trainers, facilitators or subject matter experts.

- Ability to think strategically while supporting service development.

Desirable Requirements

- Teaching, training or assessment qualification.
- Experience within housing, community safety, mediation or public services.
- Experience developing accredited qualifications or CPD programmes.
- Knowledge of digital learning platforms and blended learning approaches.
- Experience supporting organisational growth through learning services.

Personal Attributes

We're looking for someone who:

- Is passionate about learning and professional development.
- Demonstrates creativity and innovation.
- Has high standards and strong attention to quality.
- Builds collaborative relationships and supports others to succeed.
- Thinks strategically while remaining practical.
- Is committed to continuous improvement.
- Shares ADR's values of Communication, Understanding, Curiosity, Partnership and Growth.

Please note: This is a consultant appointment operating under a Consultancy Agreement and does not constitute a contract of employment. The stated fee is expressed as an hourly rate and is payable in accordance with the agreed consultancy arrangements.