



Job description

Job title	Learning and Development Manager
Department	People Team
Contract	Permanent
Salary	£50,000 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of People Engagement & Development
Responsible for	Learning and Development Advisor & Learning and Development Officer

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

As the Learning and Development Manager, you will lead the development and delivery of Tate's People & Culture strategic priorities relating to staff training and development, including compliance training, leadership development and apprenticeships. This role works

closely with managers across Tate to identify, develop and deliver staff training that will meet organisational needs and oversee on-the-job learning opportunities.

This role supports colleagues across all five Tate sites, in a wide range of front of house and back of house roles, and therefore some travel between sites may be required. This is an exciting opportunity to shape Tate's learning portfolio and help all our people thrive.

About your team

The Learning and Development Manager leads a small team with two direct reports, which sits within the wider Tate Gallery People department. The team works closely with colleagues across Tate, including within Tate Enterprises Limited and partner companies, to ensure a consistent approach to Learning & Development across the whole organisation.

We are a creative and forward-thinking team who are committed to enabling people to thrive and reach their full potential at work. We are passionate about building an inclusive culture at Tate that encourages, supports and celebrates the diverse voices of our employees.

What you will do (Main Duties and Responsibilities)

Strategic Planning & Stakeholder Collaboration

- Work with the Head of People Engagement & Development to regularly review progress in delivering the objectives of the Learning and Development team, to ensure these are aligned with Tate's People and Culture strategy and wider organisational objectives.
- Collaborate with the Equality, Diversity & Inclusion team to plan and implement shared EDI and training initiatives, ensuring learning opportunities are accessible and open to all.
- Network at external sector meetings sharing ideas and best practice. Keep up to date on current thinking and ideas and be proactive in sharing these with the wider People team.
- Work closely with colleagues in Tate Enterprises Limited and partner companies working at Tate to share learning and ensure a consistent approach to Learning & Development across the whole organisation.
- Build relationships with external training providers to ensure their programmes are being delivered in line with Tate's values and are of high quality, relevant, innovative, and fit for purpose.
- Evaluate the effectiveness of learning and development interventions through surveys, audits and feedback, making recommendations for improvements to courses and / or changes to programmes, as appropriate.

Learning & Development Programme Design and Delivery

- Develop and maintain Tate's core learning and development offer, including compliance training, management and leadership development programmes, technical training and soft skills development, ensuring that all programmes respond to current organisational needs and are delivered within budget.
- Plan, coordinate and deliver the monthly 1-day Line Manager Fundamentals workshop.
- Schedule regular cohorts of Confident Manager and Inspirational Leadership programmes, managing the internal application process, assessing feedback, and

working with the external training providers to ensure content remains relevant and up to date.

- Oversee the development and delivery of Tate's Induction Training Programme, setting out clear expectations for all colleagues about what is covered in this programme, and working with colleagues across the People team to ensure induction aligns with the wider onboarding experience for new starters.
- Support colleagues within Tate to deliver training aligned with their subject matter expertise.
- Deliver other key training workshops throughout the year, as required.
- Support the implementation and delivery of Tate's Learning Network.

Internal communication and engagement

- Maintain an up-to-date training portfolio which lists all the available resources, e-learning, online and in-person training workshops available to colleagues. Ensure the portfolio is accessible to all colleagues.
- Coordinate internal communications about Tate's learning and development offer, including regular news updates, emails and other targeted communications, and ensure relevant intranet pages are kept up to date, working closely with the Head of People Engagement & Development and People Engagement and Communication Manager.

Apprenticeships

- Review Tate's Apprenticeship Strategy in the context of the changing Government regulations and ensure Tate's approach to apprenticeships is aligned with the organisation's strategic objectives.
- Collaborate with the Development team on the fundraising activity needed to support the delivery of Tate's Apprenticeship Strategy.
- Manage the range of apprenticeship positions at Tate at any given time in line with available budgets, and ensure these opportunities are communicated and effectively delivered across the organisation.

Compliance and Health and Safety

- Work with the Health and Safety team to identify the compliance training required in all departments across Tate.
- Manage the compliance training budget and ensure that operational managers are organising the required training for their teams, including refresher training where required.
- Work with the Learning & Development Advisor to ensure that we hold up-to-date records on all compliance and Health & Safety training, and produce bi-annual compliance training reports, including an annual report to Tate's Audit Committee.
- Oversee and enforce the escalation process for overdue compliance training.

Performance Management

- Oversee the annual performance and development review processes across Tate, including keeping forms and guidance notes up to date.
- Coordinate internal communications about annual performance and development review processes across Tate, including managing the Performance Reviews inbox and responding to questions from colleagues as required.

- Ensure records are kept of annual performance and development review completion rates, and that these are shared with senior leadership teams across Tate.
- Work with colleagues across the People team to ensure senior leadership teams across Tate are taking ownership of annual performance and development review processes in their areas, including working with Directors and Heads of teams to identify specific training needs and how these can be met.

Learning Technology & Digital Content

- Manage the contract with Tate's Learning Management System (LMS) providers, Kallidus and LinkedIn Learning.
- Work with the Technology team and the HR Systems and Data Manager to ensure that LMS data is accurate, up to date and accessible for all colleagues.
- Act as lead administrator for Tate's LMS, overseeing the structure and key functionality of the system, including event and e-learning administration and the use of PowerBI reports.
- Design and develop e-learning modules for Tate's LMS using Articulate 360, collaborating with subject matter experts to help develop new training content as required.

Budgeting

- Confirm the annual training budget and plan how the budget will be spent across the year with approval from the Director of People.
- Keep a record of all training spend and submit reports as part of the quarterly financial reforecasting process, ensuring the learning and development offer across Tate is delivered within agreed budgets.

Line Management

- Line-management responsibility for the Training and Development Officer and Advisor roles, providing direction, guidance, support and professional development.

What you will bring to the team

- Passionate about learning and development, able to enthuse and inspire others and be a catalyst for change.
- CIPD qualified or equivalent level of knowledge and skill gained through experience, with a good understanding of Human Resources and/or Organisational Development processes and policies.
- Knowledge of learning theory and how this translates into practice in designing and delivering learning interventions.
- Experience of creating, designing and delivering a range of learning activities including e-learning, team events, management and professional skills workshops.
- Experience of evaluating learning, training and development initiatives and assessing impact against organisational goals.
- Able to demonstrate a track record of having contributed to increasing diversity and inclusion in an organisation.
- Strong understanding of performance management processes and how to translate identified needs into targeted learning opportunities.
- Experience in managing apprenticeship programmes, including strategic planning, provider engagement and levy funding frameworks.

- Able to demonstrate achievement in delivering large successful projects, e.g. developing new learning and development initiatives or supporting the delivery of change management programmes.
- Experience of commissioning and managing contracts with external consultancies/training providers to ensure that all interventions are of the appropriate style and level and of consistently high quality.
- The ability to look at issues in a wider strategic context, assess options and propose creative solutions.
- Resourceful, able to work on own initiative, make decisions and move things forward without direct supervision.
- Strong project management skills, including proven ability to work on multiple projects at the same time, to deadline, and to budget, with meticulous attention to detail.
- Highly effective interpersonal and influencing skills - able to work collaboratively, build effective working relationships, engage and inspire confidence from people at all levels throughout the organisation.
- Highly effective personal management skills with the ability to remain calm and focussed while working under pressure and prioritise activities.
- Effective presentation, facilitation and coaching skills.
- Able to use word processing, spreadsheets, email, internet applications and databases to support own work.
- Ability to design engaging e-learning and learning resources using Articulate 360.
- Financial management skills with experience of monitoring and reporting on budgets.
- An interest in and commitment to the work of Tate.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.

- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 29 September 2025 by midnight. Interviews will be held in October 2025.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

