

# Learning & Development Specialist and Coach

12-month FTC Maternity cover

Job Description – July 2025



## Making a difference



### *Who we are*

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



### *We are committed to running our business responsibly*

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



### *We understand the benefits of hybrid working.*

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



### *What we value*

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



**Collaborative**  
we pull together



**Committed**  
we drive performance



**Authentic**  
we stay grounded



**Forward-looking**  
we look beyond

# Learning & Development Specialist and Coach

## The HR Function

The HR function is split across several key areas: Business Partnering; Talent and Culture which includes, Diversity, Equity & Inclusion; Reward & Benefits; Services & Policy; and Organisational Learning & Development, all working collaboratively together and with the wider business to deliver the people aligned Firm strategy. Providing a trusted, high-quality service and delivery in line with our Firm values is key to the professional reputation of the function.

## Role Purpose

Reporting to the Head of Organisational Learning and Development, the Learning & Development Specialist and Coach will be responsible for facilitating world class business and management learning programmes across Charles Russell Speechlys. You will be actively involved in the full learning life cycle process (scoping, objectives, scripting, design approach, prototypes, reviews, tools and evaluation).

The Learning & Development team run the development programmes through 'The CRS Business School'. Having now been in operation for almost 5 years, the CRS Business School provides industry leading core business, management and leadership development to support every individual within our firm.

## Roles and Responsibilities

- Identify the learning and development needs for Trainees, Apprentices through to fee earners who are three-years PQE and individuals based at the equivalent levels within Business Services;
- Co-lead on our development programmes, Ignite and Accelerate, for Trainees, Apprentices through to fee earners who are three-years PQE across the Firm and individuals based at the equivalent levels within Business Services;
- Coach individuals who complete our Accelerate Programme including Associates, Advisors and Specialists and individuals based more broadly across the Firm, as required;
- Lead on and effectively manage our two internal Mentoring Programmes ensuring all mentoring applications are reviewed and actioned on an ongoing basis;
- Co-design and continuously evolve business and management programmes;
- Facilitate psychometrics and emotional intelligence assessments;
- Work collaboratively to ensure programmes are aligned to our Values and Behaviours framework;



- Deliver core business skills and management training programmes including topics such as:
  - Personal effectiveness
  - Effective communication skills
  - Performance management
  - Financial and commercial awareness
  - Consultative selling and business development
  - Delivering an excellent client experience
  - Mentoring for Success
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles, and;
- Forge meaningful and influential working relationships with the wider HR function, Business Services, Directors, Partners, managers and other key individuals in the Firm.

### Skills and Experience

- Experience in confidently facilitating learning and development programmes and sessions to key internal stakeholders across different levels;
- A proven track record of personal development and growth;
- A coaching qualification from an accredited organisation;
- Experience in providing learning solutions in a large multi stakeholder business, within Professional Services is advantageous but not essential
- A robust knowledge of business and management theory and practice;
- Digital learning experience.

### Person Specification

- Ability to inspire and engage others at all levels in business;
- Passionate about helping others achieve their full potential;
- Able to work independently and be self-directed when required;

- Ability to work effectively as part of an ambitious team;
- Able to manage multiple projects effectively to deadlines;
- Excellent attention to detail
- Ability to think creatively and innovate;
- Excellent communication skills both written and verbal;
- Commercial awareness, financial acumen and a business-like approach to legal practice.

## Competencies

- |                          |                              |
|--------------------------|------------------------------|
| • Working together       | • Integrity and respect      |
| • Inclusive              | • Personal impact and growth |
| • Driving high standards | • Commercial mindset         |
| • Client - centric       | • Responsible Business       |

## Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.