



**The
Workforce
Development
Trust**

Consultant: Workforce

Job description

Job Title	Consultant - Workforce
Department	Consultancy & Research
Reports to	Senior Consultant – Workforce
Location	Bristol/Sheffield Office, with hybrid working available
Pay Scale	£46,000-£50,000 per annum
Contract	Permanent
Hours	Full-time - 37.5 hours per week

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our four brands; Skills for Health, Skills for Justice, SFJ Awards, iCQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services.

Job summary

As a Consultant-Workforce, you will play a key role in the design and delivery of workforce consultancy projects across health, justice, emergency services and the wider public sector. Working as part of a matrix team, you will contribute specialist expertise and strong project management skills to deliver practical, evidence-based solutions for clients.

You will lead defined projects and/or work packages within larger assignments, working closely with Senior Consultants and the Principal Consultant. You will be expected to conduct research and analysis, manage client engagement, and produce clear, high-quality outputs.

Key responsibilities:

Project Delivery

- Deliver work packages ensuring outputs are accurate, timely and aligned with client needs.
- Lead projects and/or workstreams within larger programmes.
- Undertake research, data analysis and stakeholder engagement.

- Draft high-quality reports, presentations and other deliverables.
- Support facilitation of client workshops, focus groups and stakeholder sessions.

Client and Stakeholder Engagement

- Build positive working relationships with clients, operating as a credible point of contact.
- Support client presentations, workshops and meetings.
- Contribute to the design of stakeholder engagement approaches.

Collaboration & Teamwork

- Work collaboratively with Senior Consultants, Associates and wider colleagues.
- Share knowledge, learning and good practice with peers.
- Provide informal mentoring or support to Associate Consultants.

Business Development & Service Improvement

- Contribute to proposal writing, tenders and business development opportunities.
- Support the refinement of tools, methodologies and frameworks used across the consultancy.

Quality Assurance

- Apply structured QA processes to own work and contribute to peer review.
- Seek feedback and reflect on learning to continuously improve practice.
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Person specification

Criteria	Essential	Desirable
Education and qualifications		
Degree or equivalent demonstrable professional experience	x	
Project management knowledge/qualification		x
Postgraduate qualification in a relevant discipline		x
Knowledge		
Understanding of workforce challenges in health, justice or wider public services	x	
Knowledge of workforce planning/OD methodologies	x	
Knowledge of stakeholder engagement and co-design approaches		x
Awareness of change management principles	x	

Experiences		
Experience of delivering consultancy, research or workforce projects	x	
Report writing and presentation skills	x	
Facilitating workshops		x
Data analysis and interpretation	x	
Experience in a specialist domain (e.g. analytics, workforce planning, OD)		x
Managing small projects/work packages	x	
Skills and abilities		
Strong analytical and problem-solving skills	x	
Excellent written and verbal communication	x	
Ability to manage multiple priorities and deadlines	x	
Effective relationship-building and stakeholder engagement;	x	
Familiarity with analysis/visualisation tools (e.g. Excel, Power BI)		x
Proficiency with MS Office	x	
Other		
Able to undertake travel and to be mobile across the UK.	x	
Requirement for visual display unit work	x	

Job Description Completion

Name	Andrew Lovegrove
Job title	Principal Consultant - Workforce
Department	Consultancy & Research
Date	August 2025

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

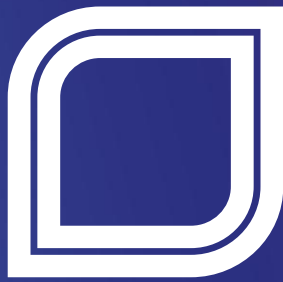
The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



**The
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