



## Job Description

**Job Title:** Learning and Development Manager

**Reports to:** Chief Executive

**Based at:** Hybrid with travel required across the UK

**Date:** November 2024

**Job Purpose:** The role works closely with our People team and with the Chief Executive to deliver programmes focussed on learning and development.

Objectives	Typical Tasks
<b>Analyse:</b>	<ul style="list-style-type: none"><li>- To work with colleagues across the charity to identify skill, knowledge, mind set gaps and identify training programmes to meet these gaps and all legislative and regulatory requirements.</li></ul>
<b>Plan:</b>	<ul style="list-style-type: none"><li>- Create an annual L&amp;D plan that aligns with the charities goals, culture, and business objectives.</li><li>- Define learning objectives and means of meeting these.</li></ul>
<b>Content:</b>	<ul style="list-style-type: none"><li>- Develop content for interactive learning programs, courses, and workshops</li><li>- Develop training material where necessary.</li></ul>
<b>Coordinate:</b>	<ul style="list-style-type: none"><li>- Coordinate learning programs and manage relationships with external training providers and LMS provider.</li></ul>
<b>Measure:</b>	<ul style="list-style-type: none"><li>- Work with our colleagues to identify meaningful measurements for impact of training.</li><li>- Collate and develop reports based on impact feedback to support future improvements.</li></ul>

<p><b>Encourage:</b></p>	<ul style="list-style-type: none"> <li>- Promote learning programs to colleagues, ensuring that they make the most of the development opportunities</li> <li>- Encourage wider learning through sharing what we know in</li> <li>- Listen to colleagues and learn through others in conferences, lunch and learn workshops, external and internal events, apprenticeships, Masters and Doctorate programmes</li> <li>- Proactively seek to apply for funding to support learnings</li> </ul>
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**Person Specification:**

	Essential	Desirable
<p><b>Experience and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Experience in a learning and development role, including delivering training in-person and online.</li> <li>• Experience in developing and implementing successful learning and development strategies.</li> <li>• Experience in identifying opportunities and develop plans to deliver these.</li> <li>• Budget management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualifications relevant to the post (eg: CIPD level 5, 7, or coaching certification)</li> <li>• Experience delivering accredited or licensed training packages</li> </ul>
<p><b>Skills / knowledge</b></p>	<ul style="list-style-type: none"> <li>• Ability to embody the charities values of Hospitality, Compassion and Respect as part of everything you do.</li> <li>• Ability to act as a representative of SJOG, and treat all as you wish to be treated.</li> <li>• Design skills for creating engaging learning solutions.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Self-organising and time management skills.</li> <li>• Ability to work collaboratively with a wide range of people to build supportive connections.</li> <li>• Ability to work in a facilitative manner and promote involvement.</li> <li>• Ability to recognise and respect the diversity of all who we support, colleagues and all people you meet.</li> </ul>	

<b>Continuous self-development</b>	<ul style="list-style-type: none"><li>• Keep up to date with self-development, skills and knowledge</li><li>• Attend training and activity where appropriate</li><li>• Attendance and active participation at meetings as required</li></ul>	
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<ul style="list-style-type: none"><li>• Comply at all times with Health and Safety and follow all policy and procedure guidance.</li><li>• Maintain confidentiality at all times</li><li>• Disclosure and Barring Service Check which we will pay for required (Enhanced without barring),</li><li>• Undertake any other duties that are in keeping with the values of the Charity that you have the skills and ability to carry out.</li></ul>
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