

Role profile

Job Title: Learning and Development Manager

Location: Chilcomb

Line Manager: Head of People

Line Manager to: No direct reports

Purpose of role:

To assist in the development and execution of engagement programmes for both staff and volunteers. To lead on the development of recruitment and learning and development opportunities and plans for staff and volunteers. To select and manage external training suppliers. To manage and facilitate strategic internal training programmes. To conduct training needs analysis to inform the design and delivery of successful training programmes. To provide administrative support to all development programmes, including induction.

Main Responsibilities:

1. To develop and facilitate an inclusive induction programme for staff and for volunteers.
2. To lead the development of the volunteer journey with the trust.
3. To support the development and implementation of employee surveys to assess engagement measures and future initiatives.
4. To create employee initiatives to proactively engage with staff and volunteers.
5. To analyse the current culture and devise interventions to drive this forward.
6. To facilitate inclusive group and/or one to one learning and development activities, where necessary.
7. To undertake training needs analysis before commissioning any programme.
8. To research market providers and conduct selection process for training providers to ensure value for money.
9. To implement appropriate management development initiatives and activities to ensure the high performing and effective managers.
10. To devise, design and deliver appropriate training programmes including learning objectives and outcomes.
11. To conduct evaluations on all L&D interventions.
12. To create suitable L&D policies including a study loan payback policy.

13. To undertake all administration and support for L&D interventions including maintenance of all individual training records and ensuring stocks of training materials are maintained.
14. To identify funding sources for L&D projects building relationships with fund holders: write bids and proposals to secure income.
15. To maintain and develop an annual training plan to support budget submissions.
16. To develop a sector qualification strategy for the organization and liaise with awarding bodies.
17. To make suggestions for effective L&D interventions using IT.

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

Key competencies of role:

- 2.1 Working with People
- 3.3 Presenting and Communicating Information
- 4.3 Analysing
- 5.1 Learning and Researching
- 5.2 Creating and Innovating
- 6.1 Planning and Organising

Person Specification (competence requirement):

1. Essential qualifications

- Graduate level
- Level 5 CIPD or equivalent professional qualification or experience
- Train the trainer qualification or Adult Learning Certificate

2. Essential knowledge/skill/experience

- Experience of conducting training needs analysis
- Experience of working with volunteers
- Demonstrable experience of designing and delivering training programmes
- Experience of the selection and management of external suppliers
- Experience in facilitating training programmes in group and one to one settings.

3. May also include development/desirable requirements – qualifications, skills, knowledge, experience

- Psychometric accreditation e.g. MBTI, Insights, PI
- Coaching qualification