**Groundwork London Job Description**

**Job Title: Learning and Development Manager**

**Responsible to:** Executive Director

**Responsible for:** Volunteers; L&D consultants & providers

**Location:** Across Groundwork London offices & sites

**Job Background:**

The Learning and Development Manager is responsible for leading the development and implementation of the Groundwork London’s learning strategy ensuring that learning and development is embedded within the organisation and able to meet the changing operational needs of the business.

They lead on creating learning & development initiatives and designing and delivering bespoke, learner-centred skills development interventions and plans. The role also leads on maintaining systems to promote and enable access to learning & development.

The L&D Manager works directly with business area managers and line managers to support the identification of learning needs to support teams to deliver the evolving operational programme requirements of the Trust, and through the performance appraisal process to determine the best training and skills development responses to deliver those needs. The central focus of the role is to enable employees to grow their skills and knowledge, so that they can maximise their capabilities, and fully contribute to the success of Groundwork London.

**Key Tasks & Responsibilities:**

* Create and implement learning strategies and skills development programmes
* Evaluate organisational development needs to address both general and specific business objectives
* Support managers to assess individual learning & development needs through project & job analysis and annual performance appraisals and developing future career paths
* Prioritise training and development needs into annual training plans and programmes for individuals, teams, services and whole organisation
* Oversee and manage mandatory and compliance training ensuring delivery in a timely manner
* Implement various learning methods such as online training, internal and external training courses, job shadowing, coaching etc.
* Manage the induction and on boarding process from a learning and development perspective
* Maintain a Learning Management System that gives easy access to online training to all employees and provides a skills database for the organisation
* Communicate and motivate staff on their training and development opportunities through a variety of communication channels including through internal newsletters and social media
* Manage schedules for training sessions and manage the resources to facilitate training programmes
* Manage budgets and negotiate training provider contracts
* Assess and oversee L&D consultants and providers to ensure quality training fit for the organisations culture & values.
* Monitor and assess the effectiveness and success of these training plans & programmes
* Provide reporting on organisational and individual training completion
* Keep up-to-date on the latest training trends, developments, and best practices

**Other Responsibilities:**

* Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Manager.
* Work with due regard for Groundwork’s core values and objectives.
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures.

**Ongoing Development**

* Participate in the Groundwork London Performance Management and Appraisal process
* Identify learning and development needs with line manager and evaluate T&D to demonstrate needs have been met.
* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally

**January 2022**

**No: 201/943**

**Person Specification – Learning & Development Manager**

**Note to Applicant:** When completing your application form, you should demonstrate/evidence your experience, knowledge, skills & education in your application based on this criteria for the post.

| **Criteria** | | | **Essential or Desirable** | **Application** | **Interview** | **Task** | **Certificate** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Knowledge** | 1 | Leading edge knowledge of effective learning and development methods including e-learning programmes, workshops, mentoring | E | x | x |  |  |
|  | 2 | Creative and highly proficient in using social media channels to promote and communicate training and development opportunities | E | x | x |  |  |
| **Experience** | 3 | Proven experience as a Learning & Development Manager, or similar | E | x | x |  |  |
|  | 4 | Outstanding IT and leadership skills. Highly proficient with e-learning platforms, MS Office, and Learning Management Systems (LMS) | E | x | x |  |  |
|  | 5 | Experience in project management and budgeting | E | x | x |  |  |
|  | 6 | Ability to build rapport with employees, training providers and consultants | E |  | x |  |  |
| **Skills** | 7 | Excellent communication and negotiation skills | E | x | x |  |  |
|  | 8 | Strong organisation, planning, and time management skills with demonstrated ability to manage a busy schedule/workload under pressure | E | x | x |  |  |
|  | 9 | Attention to detail and critical thinking skills | E | x | x |  |  |
|  | 10 | Excellent verbal, written and presentation skills | E | x | x |  |  |
|  | 11 | A strong commitment to personal and professional ongoing development | E | x | x |  |  |
| **Special Requirements** | 12 | Ability to follow, comply with contractual requirements alongside the ability adhere to GDPR and demonstrate best practice and guidance | D | x | x |  |  |
| **Qualifications** | 13 | CiPD Qualified or equivalent/similar qualification | D | x | x |  |  |
|  | 15 | Evidence of CPD in the area of Learning & Development/HR or related discipline | E | x | x |  | x |