



## Job Description and Person Specification Learning and Development Manager

**POST:** Learning and Development Manager

**GRADE:** Grade 6; £33,254.55 FTE

**LOCATION:** Sheffield, Keighley, or Doncaster with regular travel between all three sites

**HOURS:** 35 hrs per week

**Reports to:** Director of People

### **Purpose of the Job**

- To manage Project 6 Learning and Development as an internal and external training function in support of the overall aims and objectives of the charity.
- To offer effective and quality training that helps to raise awareness and support for those affected by substance/alcohol use and/or experiencing other multiple disadvantages.
- To deliver a bespoke Leadership development plan within the organisation.
- To manage through a variety of delivery mechanisms a programme of relevant internal training for staff and volunteers across all Project 6 sites.

### **Main Duties:**

- Deliver an agreed 3-year Learning and Development plan.
- Lead, supervise, support and develop the Training Team, placement students and any Associates in line with our values.
- Manage capacity and workload to meet customer and client expectations and commitments.
- Represent Project 6 at relevant networks and work collaboratively in West and South Yorkshire to progress the aims of Project 6 through its training offer.
- Work closely with colleagues throughout Project 6 to maximise opportunities for grants and commissions to deliver training and ensure effective marketing of the Project 6 Training offer.
- Ensure that a fit for purpose learning management system is in place to support the internal and external learning offer.
- Develop an associate trainer model to compliment a team of staff trainers and facilitators.
- Explore and develop delivery partnerships with other providers.
- Ensure quality standards for all training are achieved including compliance with relevant policies for Health and Safety and Equality, Diversity and Inclusion.

## PERSON SPECIFICATION

Listed below are the ideal values, experience, knowledge and skills you'll need to do this job. You do not need **all** of these to apply, and every application will be considered. We will assess these through your application, or through tests or interviews after shortlisting.

<b>Education/qualifications/Knowledge</b>	<b>Testing Method</b>
Relevant qualification in learning and development or substantial equivalent professional experience.	<b>Application</b>
Evidenced understanding of the training cycle from needs assessment through to evaluation.	<b>Assessment</b>
Understanding and application of good practice in terms of data protection and health and safety in a training function.	<b>Assessment</b>
<b>Experience</b>	
3 years' experience of managing a training function to deliver outcomes and high-quality training in a relevant sector such as: Health, Drug and Alcohol Services, Social Care.	<b>Application</b>
3 years' experience of effectively leading and managing a team.	<b>Application</b>
Substantial experience of planning, design, delivery, and evaluation of high-quality training programs.	<b>Application and Assessment</b>
Experience of establishing effective partnership working with a range of external partners or customers.	<b>Assessment</b>
Experience of commissioning and providing training to meet customer needs including liaising with potential customers to identify their needs and create attractive proposals.	<b>Application and Assessment</b>
<b>Skills and ability</b>	
Ability to prioritise and manage the workload of a team of Trainers and training providers.	<b>Assessment</b>
Able to manage and balance the budget of a training function with appropriate pricing structures and rigorous income expenditure monitoring.	<b>Assessment</b>
<b>Values</b>	
A firm belief that all people matter	<b>Assessment</b>
An evidenced belief that everyone can change	<b>Assessment</b>
A track record of delivering on your commitments	<b>Assessment</b>
A personal commitment to equality, diversity, and Inclusion	<b>Assessment</b>