



Job Title: Learning and Development Manager
Service/Division: Business Support Unit
Reporting to: People Director
Direct reports: None
Location: Hammersmith (travel to other locations in the UK)

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

To lead on the implementation of the organisation's Learning and Development Strategy (L&D) and to drive the L&D Workforce Plan for staff, managers and volunteers aligning this to the overall People Plan. Working as part of the Business Services team, liaise with staff at all levels, and collaborate with the CEO, Directors, Heads of, contractors, and managers to deliver efficient support on projects. Responsible for delivering staff induction to new employees, design and deliver new training content across the organisation and ensure the implementation of mandatory training is completed by all employees within the outlined timeframe. To identify organisational training and development for managers.

Key Responsibilities and Duties

Work in collaboration with the HR management team to deliver the People Plan.

Devise and implement a Workforce Development Strategy/plan working collaboratively with the Director of OD and Human Resources and key stakeholders to provide excellent partnering to support the organisation's employees

Deliver high-quality training, management, and leadership programmes to staff within budget

Provide high quality organisational and development support to senior managers and their teams through change programmes

Shape development of programmes for staff with high potential and build leadership development programme

Work in collaboration with the HR management team to embed the competency behaviour framework into the performance management process and provide support to managers and staff



Lead on the training of staff on the Performance Management Policy and tools
Work in collaboration with the People Manager to deliver Health and Wellbeing programme in order that we are recognised as a mindful employer.

Facilitate eLearning training activities focusing on areas of professional expertise

Work in collaboration with the Director of OD and HR, oversee the development, implementation and embedding of succession planning practices, career pathways, and development programmes across the organisation to fully utilise the potential of its people and meet future and changing business needs

Lead the development and delivery of coaching and mentoring capability within the charity and champion the benefits of coaching, mentoring and sponsorship across the organisation.

Work with the HR Management team and Marketing Officer to design and develop L&D material to help retain and staff

Prepare internal, and course evaluation reports and longer-term impact assessments, to ensure quality delivery, demonstrable outcomes, and that provision meets strategic requirement

Determine L&D KPIs, management data and present monthly KPI reports to the Director of OD and HR for monthly team meetings and quarterly Board meetings.

General Information

Performance and Quality: Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Good standard of general education evidenced by high standard of secondary education e.g. GCSE/A-level.	E
Degree in Human Resources Management or Organizational Psychology or similar.	D
Strong understanding on inclusive learning styles and neurodiversity.	E
EXPERIENCE	
Experience of line management, training, coaching and mentoring staff in involving and supporting volunteers safely and effectively.	E
Five years of L&D experience at manager or business partner level, ideally in a standalone role.	E
Experience of creating/significantly contributing to strategic planning processes and successful implementation.	E
Strong delivery of facilitating large meetings with internal and external stakeholders with blended learning solutions.	E
Ability to manage people and direct reports to.	D
Experience of building strong effective working relationships with staff, volunteers, and line managers.	E
Relevant experience of working with third sector, public or the charity sector.	D
Proven experience of designing and delivering L&D initiatives/training successfully.	E
Experience of producing high quality written reports/action plans for a range of different audiences.	E
Experience of budget management.	E
TECHNICAL/WORK BASED SKILLS	
Advance’s values of Listen and Support, Empower and Respect, Innovate. Collaborate and Quality and Accountability are put into practice through the skills, competencies behaviour framework for the role.	E
Dedicated to continuous improvement of services in response to the changing needs of women and children.	E
Comprehensive working knowledge of Microsoft Office suite and of web-based HIRIS systems	E

Demonstrate appreciation of the importance of confidentiality and anti-discriminatory practice and equality and diversity; safe practice and health and safety procedures; and their application in practice.	E
A good understanding of domestic violence and the need for specialist services or experience in a similar area of work.	D
Willingness to carry out the policies and procedures of Advance and to work to agreed guidelines and codes of conduct.	E
GENERAL SKILLS AND ATTRIBUTES	
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion.	E
Well-developed planning, organisation, and time management skills.	E
Excellent interpersonal skills, verbal, and written communication skills.	E
Self-motivated and drive.	E
Flexible and approachable with a positive attitude, even under pressure .	E
Effective team player.	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.