

### Role Profile

Job Title:	Learning & Development Manager
Salary/Banding:	Band 4
Role Holder:	
Department:	People Services
Location:	Lilleshall
Reporting to:	Organisational Development Manager

### Role Summary:

The purpose of this role is to lead on the development and delivery of the organisational training plan, delivering targeted learning interventions, development opportunities, activities and resource supporting the organisation through the delivery of high quality learning to meet its strategic business plan, facilitate staff engagement and business support.

### Main Areas of Responsibility:

- 1. Design and delivery of learning solutions aligned to the Strategic Plan. Encompassing the full training cycle from learning needs analysis through to full ROI evaluation the role holder will work with SME's to design and deliver solutions across the organisation.**

#### *Typical Activities:*

- Working with the Organisational Development Manager to scope and analyse current skills gaps across the organisation.
- Recommending and developing targeted learning interventions, plans and programmes in support of the LNA
- Deliver workshops and training courses that have been identified and communicated within the training calendar.
- Working with colleagues in HR and other departments to consolidate current training provision and establish structured training programmes for a range of organisation-wide training needs including Induction, Customer Excellence, Leadership, Project Management, Performance Management etc.
- Build a programme of mandatory training and ensure it is included in and promoted through the training calendar e.g. Safeguarding, Health & Safety, Lone Working etc.
- Working with colleagues in HR and IT to establish a Learning Management System; promoting, tracking and reporting on training opportunities and return on investment.
- Working with colleagues in eLearning and Digital Production to utilise and promote a range of modern learning techniques and methodologies.
- Where appropriate, sourcing and recommending cost effective solutions e.g. IT training software that support the delivery of the people programme.

#### *Success Measures:*

- Evidence of delivery of a full suite of learning solutions, that have helped increase capability and performance within the organisation.
- Creating new learning solutions that support the people strategy, creating bespoke programmes for internal and external customers within British Gymnastics.
- Competent training delivery observations conducted by the Organisational Development Manager, demonstrating occupational competence during regular reviews.
- Feedback from line manager, colleagues and learners.

## 2. Lead on the design and delivery of targeted training interventions.

### *Typical Activities:*

- Working as a business partner to line managers from across the business, to design and deliver bespoke training interventions aligned to the corporate strategy and agreed training plan
- Working with HR to develop training interventions aligned to organisational strategies and projects e.g. on-boarding, staff engagement, talent management, management development, organisational development etc.
- Where appropriate, working with third parties for the development of accredited L&D programmes e.g. ILM, NVQ etc.
- Using coaching and mentoring techniques and programmes to support personal development plans for designated Executives and Senior Managers.

### *Success Measures:*

- Delivery of new, progressive and engaging L&D opportunities
- Evidence of effectiveness of L&D activities in-line with project requirements/corporate strategy
- Feedback from line manager, Executive/Senior Managers and learners.

## 3. Facilitate the development of training resources, training services and business support for both BG and the wider gymnastics community.

### *Typical Activities:*

- As directed by the Organisational Development Manager, develop guided and supported learning for designated gymnastics clubs; managing the work programmes and deliverables of the Business Support Partners.
- In conjunction with colleagues in HR, Safeguarding, , volunteering etc. develop appropriate L&D models, programmes and activities to support Club managers, clubs and designated volunteer roles.
- Leading on the development and delivery of a library of bitesize generic training resources that can be used both internally and externally.
- Working with subject matter experts and technical production colleagues for the design and development of eLearning material/resources.
- As required, coaching and mentoring designated colleagues.
- As required, facilitating conferences, meetings, workshops, mediation etc.
- Working with colleagues in Education to share expertise and best practice in relation to the organisations wider Learning & Development provision.

### *Success Measures:*

- Evidence of return on investment in relation to club development activities.
- Number and quality of training resources developed.
- Evidence of collaborative working with colleagues from across the business for designated projects and programmes.
- Feedback from line manager, colleagues, clubs and other stakeholders.

### *Role Requirements:*

#### **1. Knowledge, Skills and Expertise**

This role requires the holder to be the lead on the development and delivery of British Gymnastics training plans, L&D programmes and activities and associated work programmes. To be successful the role holder will require credibility in their field and be an expert in the following fields:

- L&D methodologies, interventions, technologies, systems and processes
- The full training cycle and learner journey mapping
- Coaching and mentoring techniques

In addition, the role holder will be required to demonstrate a range of professional skills in order to contribute to strategic planning and project/people/budget management.

## **2. People**

This role requires the holder to work with the Organisational Development Manager, to guide and influence senior managers in relation to the People Services strategy and plans; to work collaboratively with and develop subject matter experts; and to engage learners at all levels of the business and from across the wider gymnastics community.

## **3. Shaping Direction**

This role will require the holder to plan for and monitor:

- The L&D training calendar.
- The training resource library and learning management system.
- Training and support to designated gymnastics clubs and volunteer groups.
- Effectiveness, reach and return on investment.
- Associated work programmes, resources, budgets and reports.

In order to be successful in the role the holder will require a good understanding of BG strategic priorities, gymnastics club and volunteering structures.

## **4. Developing Solutions**

This role requires the holder to use their initiative, analyse and resolve a number of challenges, problems and issues, including:

- Developing innovative and cost effective targeted training, training resources, and personal development plans aligned to corporate strategies.
- Developing L&D programmes that best support the Organisational Development strategy.
- Best use of a range of methodologies, technologies and blended learning programmes.
- Developing guided learning and support for the wider gymnastics community.
- Creating more training opportunities for more people.

To be successful the role holder will need to perform a number of L&D functions including Business Partnering, Design and Delivery and will need to support a broad range of learning activity and needs.

## **5. Decision Making**

This role requires the holder to make a number of decisions and recommendations in relation to:

- The development of the L&D strategy, plans, programmes and interventions.
- The development and procurement of learning materials, tools and resources.
- The development of Business Support services.
- The best use of resource for maximum reach and return on investment.

## **6. Communicating**

This role requires the holder to engage with colleagues at all levels of the business for presenting ideas and plans, developing and delivering learning interventions and resources, coaching and mentoring, working on projects, supporting management development etc. It also requires to the role holder to establish effective and meaningful business relationships with designated gymnastics clubs and volunteers for business support and guidance.

To be successful the role holder will need to adapt their communication skills and training/coaching delivery styles to suit the audience and occasion and will need to include skills for the delivery of high energy training sessions through to bespoke coaching and development of Executives/senior managers.