



JOB DESCRIPTION

Job Title:	L&D Specialist - Skills and Professional Pathways
Accountable to:	Head of Learning and Organisational Development
Salary:	From £32,868
Location:	Broadway House
Hours:	35 hours
Contract:	18 months fixed-term contract

MAIN DUTIES AND RESPONSIBILITIES

1. Co-design and implement qualifications and apprenticeship scheme (s) for Norwood.
2. Lead the co-ordination, delivery and monitoring of apprenticeships/ qualifications programmes across Norwood, including keeping records and reporting on all programme activity and outcomes and managing the apprenticeship levy to ensure training and learner details are up to date.
3. Map out and co-ordinate apprenticeship/ qualifications in the business, ensuring managers are fully prepared and supported.
4. Introduce organisational skills mapping, devise a plan to assess bench strength in relation to skills required for Norwood to deliver its strategy and, for upskilling or re-skilling accordingly.
5. Map out and co-ordinate with managers skills and career pathways in the organisation, prioritising Care pathways.
6. Plan and deliver the apprentice support package including onboarding, induction, buddy and mentor matching and the wrap around training programme.
7. Monitor the progress of each learner (apprenticeships/ qualifications) through monthly check-in and work with line managers to resolve any issues.
8. Source and manage training providers to keep track of progress and ensure successful training outcomes.
9. Support the wider L&OD team on specific projects as required e.g. design and delivery of Norwood induction.

General

1. To take all reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
2. To work at any other Norwood location, as and when required.
3. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.



4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
5. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
6. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
7. To undertake any other duties which are consistent with the post.
8. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

PERSON SPECIFICATION

L&D Specialist - Skills and Professional Pathways

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable experience of designing and facilitating learning programmes and initiatives • Working experience of designing and delivering apprenticeships and qualifications schemes • Experience of developing and managing organisational skills maps 	<ul style="list-style-type: none"> • Experience of workforce development planning • Experience of working in a people and culture role in a social care organisation
QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD Associate member status, or equivalent Learning and Organisational skills development experience 	<ul style="list-style-type: none"> • Educated to degree level
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Working and up-to-date knowledge of apprenticeships and qualifications frameworks, including the QCF • A proven track record of deploying coaching and facilitation skills both on 1-1 and in groups. • Rigorous, independent execution skills as well as the ability to work cross function, with stakeholders and third-party providers • Extensive working knowledge of researching and identifying qualifications' providers and upskilling resources • Project management, digital and financial skills • Up-to-date knowledge of the changing world of learning and upcoming learning technologies 	<ul style="list-style-type: none"> • Working knowledge of skills and career pathways in the Care sector • Extensive working knowledge of managing the apprenticeship levy, including the transfer of apprenticeship service funds • Knowledge of effective instructional design practice and adult learning theory • Working knowledge of putting together and monitoring budgets
PERSONAL CIRCUMSTANCES AND ATTRIBUTES	<ul style="list-style-type: none"> • Strong interpersonal, communication, influencing and negotiating attributes • Natural collaborator who builds communities of learning and creates person-centred learning 	<ul style="list-style-type: none"> • High business acumen • Agile leadership mindset • Have an interest in multi-generational learning and development

	<p>experiences</p> <ul style="list-style-type: none">• Ability to champion a shared organisation culture with strong cross departmental working• Knowledge of or willingness to learn about Jewish Culture	
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