

Role profile

Job title	Learning and Development Specialist (External Commercial Trainer)
Department	The Learning Foundry
Reports to	Head of Delivery & Performance
Job level	4
Review date	August 2023

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

- 1.1** You will design and deliver engaging and inspiring learning & development training programmes which support individuals and businesses to achieve their full potential.
- You will be responsible for working with key business leaders and managers to identify training needs. Designing and delivering effective training solutions which develop the skills, knowledge and behaviours required to support their workforce development/people strategies.

2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

- 2.1** Identifying current and future skills requirements for new and existing organisations, and create flexible learning interventions (through digital and other means) to meet the diverse needs of our clients workforce.
- 2.2** Create and maintain all training material so it is relevant and appropriate using a variety of methods / tools, including Learning Management System, Videos, Support Guides, Presentations.
- 2.3** Deliver high quality, engaging and inspiring learning & development programmes across various subject areas to corporate businesses.
- 2.4** Support, design and deliver existing and new training interventions, both in person and virtually.
- 2.5** Monitor and evaluate the engagement and performance of training programmes, identifying and acting upon areas for improvement.

2.6	Review/develop a variety of internal training modules/programmes, creating a library of learning for existing staff to upskill themselves in, or new staff to use to assimilate into the Groups ways of working, including Regenda's Corporate induction, EDI programmes and technical training.
2.7	Supporting learners to succeed – ensuring they have the required knowledge to give them the best chance of passing examinations and gaining qualifications to excel in their careers
2.8	Ensure training is delivered and maintained inline with client L&D strategies, covering areas such as ED&I, Coaching & Mentoring, Leadership & Management, Housing and Conflict Resolution
2.9	Support the process of identification, development and improvement of new and existing training programmes as required.
2.10	Support the writing/development of commercial training proposals, tenders to enable growth and build an ongoing pipeline of business
2.10	Select and book venues and schedule training programmes and workshops.
2.11	Act as a TLF ambassador and deliver outstanding customer centric service delivery.
2.12	Ensure all content is written in an engaging and accessible manner for the relevant audience, with consistent tone of voice, style and key messaging across markets
2.13	Ensure consistent achievement of performance targets and KPIs.
2.14	Work closely with other teams in TLF and the wider Regenda Group to support business growth and targets.
2.15	To develop and maintain effective relationships with new and existing clients/organisations to generate new, repeat business for TLF.
2.16	Liaising with the Business Development team to identify potential progression/recruitment opportunities.

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

3.1	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.2	To ensure compliance with the Group's Health and Safety policies.
3.3	To support and uphold the Group's internal customer service standards.
3.4	To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group.
3.5	To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport.
3.6	The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience.

4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

4.1	Demonstrable experience in delivering training and development programmes.
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4.2	Experience of working in a senior business or management role.
4.3	Solid knowledge of effective teaching methodologies and tools.
4.4	Qualified to Level 5 or above in an area related to business or Leadership and Management.
4.5	Excellent communication, presentation and public speaking skills.
4.6	Strong presentation and facilitation skills.
4.7	Able to engage, motivate and monitor learners to ensure that key outcomes/objectives are met.
4.8	Able to build effective working relationships with businesses and partner organisations.
4.9	Able to work on a variety of online platforms to keep accurate, up to date records.
4.10	Willingness to keep abreast of new techniques in corporate teaching
4.11	A proactive and flexible approach to work.
4.12	Critical thinking skills and decision making
4.13	Proficient in MS Office (especially PowerPoint).
4.14	Organisation and time management abilities
4.15	Teaching / assessing qualifications desirable.

5	Our values
The post holder must be able to demonstrate our values in the workplace.	
5.1	Customer centric
5.2	High performance
5.3	Efficiency and value for money
5.4	One team
5.5	Ambition and dynamism
5.6	Openness and honesty
5.7	Communication