Learning & Talent Development Advisor

Reporting to: Head of Talent

Direct Reports: None

Salary: £37,194

Location: **Hybrid with office presence required 2 days a week**

Hours & Basis: 35 hours per week

About this role:

You will play a key role in developing a culture of continuous learning and talent development within Place2Be. Working closely with the Head of Talent and colleagues across People & Culture, you will design, coordinate, deliver and evaluate inclusive learning and talent development activity that builds the skills, knowledge and capability Place2Be needs now and for the future.

You will lead in key areas including apprenticeships, coaching and mentoring, and work experience alongside contributing to wider shared Talent Strategy priorities such as career development and succession planning.

The work you deliver will support Place2Be to achieve its mission where no child faces mental health issues alone.

Key Responsibilities:

You will have lead responsibility within your specialist portfolio, while working collaboratively across the shared Talent Strategy priorities.

Shared responsibilities across the team:

- Talent Strategy and projects: Work with the Head of Talent and wider team to translate the Talent Strategy into practical, inclusive and measurable activity.
- Shared team delivery: Co-manage the Staff Learning inbox, support Talent events and campaigns, provide cover across priority activity and improve systems and processes.

Induction & New Starter Experience

- Coordinate and deliver a comprehensive welcome, onboarding and induction experience for all new staff including overseeing the buddy scheme.
- Own and continually improve induction to ensure clear induction pathways for all staff, including mandatory compliance training.
- Providing evaluation of the effectiveness of the induction pathway process including all mandatory training for clinical and non-clinical staff, making and implementing recommendations to improve accessibility and effectiveness.

Learning Needs and Talent Development

- Support the Head of Talent in developing and implementing talent and development frameworks,

including career pathways and succession planning, helping colleagues understand opportunities for growth and development.
- Support the development and coordinate an inclusive work experience offer, including placement design, manager guidance, participant support and evaluation, with a focus on employability skills and retaining participant voice.
- Analyse learning needs using data, feedback and insights from key people processes to develop insights to inform the right blend of facilitated, digital, coaching, mentoring and external learning solutions.
- Coordinate external learning providers and corporate partner opportunities as required, ensuring solutions are inclusive, high quality and provide value for money.
- Contribute to recognition and development initiatives that support wider Talent Strategy priorities.

Learning Design, Delivery and Digital Learning

- Design, develop and facilitate inclusive and engaging learning solutions, such as Learning at Work Week for managers and colleagues, aligned to organisational priorities and identified skills gaps.
- Use learner feedback, evaluation and available data to assess the effectiveness of learning and identify opportunities for continuous improvement.
- Promote a culture of continuous and self-led learning, communicating development opportunities and encouraging colleagues to apply learning in practice.
- Coordinate Talent Team learning activity, including effective communication plans, scheduling on Cascade, recording attendance and learning records.
- Maintain effective learning communications and resources, responding to enquiries efficiently ensuring colleagues can easily access relevant learning opportunities and information.
- Create, maintain and retire engaging, accessible learning resources across different formats, including digital learning within HIVE and Moodle. Using learner feedback and platform insights to continually improve the quality
- Collaborate with the Digital Programme Manager to organise content and support effective, user-friendly learning journeys by maximising platform functionality.

Apprenticeships

- Lead Place2Be's apprenticeship offer and maintain a clear plan aligned with organisational capability and career development priorities, ensuring to keep abreast of changes to apprenticeship programmes and providers.
- Manage the end-to-end apprenticeship experience, including promotion, expressions of interest, learner and manager guidance, provider relationships, onboarding, progress monitoring, issue resolution, completion and evaluation.
- Work with the Head of Talent and relevant stakeholders to plan and monitor apprenticeship levy use, identify suitable standards and providers, and maximise participation, quality, completion and organisational value.
- Maintain accurate apprenticeship records and management information, providing regular insight on participation, progress, spend and outcomes for improvement.

Mentoring & Coaching

- With support as needed, lead our Coaching and Mentoring programmes, evolving and embedding clear objectives, eligibility, matching arrangements, participant guidance, governance and evaluation.
- Build and maintain relationships with internal coaches and providers, ensuring appropriate quality, boundaries, confidentiality and safeguarding arrangements.
- Promote equitable access to coaching and mentoring opportunities, using participation and outcome data to measure impact whilst identifying and addressing barriers for different colleague groups.

Data, Evaluation and Systems Management

- Manage L&D records and content ensuring accuracy across learning records and content (Cascade), Learning Hub (Hive), e-Learning (Moodle), and apprenticeships (DAS).
- Ensure all data is managed in accordance with GDPR principles across all LMS platforms.
- Prepare and present evaluation reports on the impact of Talent and Learning activities and initiatives as requested by the Head of Talent.

Portfolio responsibilities may evolve in response to organisational need.

What you will need:

- A CIPD Level 5 qualification or relevant professional experience
- Broad experience across some or all the following areas, L&D, Talent Management, Induction, Apprenticeships, Coaching, Succession or a related Development field, with a focus on developing learning and talent and coordinating training programs. *
- Experience of working effectively with a range of learning management systems, ideally HIVE.*
- Experience in the design, delivery and evaluation of accessible and engaging learning initiatives and training programmes. *
- Demonstrable experience of managing apprenticeship programmes, with the ability to coordinate the end-to-end learner journey, work effectively with training providers and managers, monitor participation and progress, and use data to improve programme quality and outcomes. *
- Knowledge of mentoring and coaching programs.
- Knowledge of frameworks used to identify and develop skills and enable talent progression such as succession, high performance or career frameworks.
- Experience of creating and delivering training in accessible formats and a strong commitment to EDIB.
- Proficient in data analysis and using metrics to drive decision-making.
- Self-starter able to work independently, prioritise work and deliver against deadlines.
- Excellent communication, facilitation and presentation skills.
- Strong interpersonal and organisational skills with the ability to draft project plans and collaborate across stakeholders.
- Creative approach to problem-solving and program design.
- Ability to adapt to changing business needs and evolving Talent and Learning trends.
- Commitment to personal and professional growth, and a passion for fostering a learning culture.
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/.

** Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme*