



Learning & Development Co-ordinator

35 hours per week

Based at includem Head Office, Glasgow
(*hybrid working with some travel to other offices*)

Annual salary: £27,226.00 - £28,686.00

About includem

We are an established Scottish charity helping children, young people and families in challenging circumstances to transform their lives by providing intensive, bespoke support.

Our model of support is based upon building solid relationships of trust. Through this approach we are able to help children and young people to make positive life choices and progress towards the type of future they want to live.

Includem would be nothing without our people. We have over 100 brilliant and dedicated colleagues working across Scotland to provide the support young people need to make positive changes in their lives, and inspire a more hopeful future for young people, their families, and communities.

What Does the Role Involve?

This is a **highly varied role**, and the successful candidate will support the organisational learning, development & training strategy. You will take **ownership of the Induction process and be very involved in the On-Boarding process**. You will also enjoy scanning the horizon to capitalise on local, regional and national funding opportunities to further enhance the development of our entire team.

Liaising with all departments, you will gain an understanding of individual and functional development and training needs and assist in **producing innovative ideas and initiatives** that move the organisation forward in its learning culture, and adherence to sector compliance. Driving the learning & development initiative, further fostering our strong team culture, ensuring our people are knowledgeable and future-ready will be central to the role.

As the Learning & Development Co-ordinator you will be central for the successful delivery of the Learning & Development function's core offering, ensuring that all targets and objectives are achieved.

These programmes are focused on building capabilities and awareness in our people, alongside equipping them with the diverse skills to perform at their optimum. You will also support the Learning & Development Business Partner to develop and roll out the wider L&D strategy.



You will be responsible for the evaluation and review of programmes, to ensure that insights and measurement of progress highlight the impact of Learning & Development activities as well as informing the wider L&D strategy.

You will partner and consult with Key stakeholders, including Senior Leadership Team and industry subject matter experts, to understand and identify, through learning needs analysis, learning and development requirements. The role will also be responsible for enabling and empowering participants to apply programme learnings to their work. A key focus of what you do will be around participant experience, and the use of strong facilitation skills will be required.

Essential Criteria

- You will be educated to SCQF Level 6 or, have relevant skills and experience in Education and or Training.
- Proven track record of successful delivery in a similar role, ideally within comparable sector
- An exceptional communicator with the ability and desire to work in a collaborative manner with stakeholders at all levels.
- Proven track record of delivering end to end development materials and training staff
- You should possess strong facilitation skills and be comfortable engaging with stakeholders at all levels operating in a strong governance environment.
- Strong influencing, communication and presentation skills
- Proven ability to deliver and present learning materials and objectives across all levels of the organisation
- Experience of the welfare system relating to young people and families, legislative frameworks and social care/social policy requirements and how these can be addressed in terms of effective training to enhance overall performance
- Ability to evidence personal drive, innovative style and commitment through learning and development with evaluation and impact of success
- Resilient, flexible, and adaptable with ability to self-manage, be organised and work on own initiative
- IT literate with a good understanding of flexible learning solutions to support agile working
- Results orientated and committed to high personal standards with the desire to achieve and develop others through CPD.

We value our staff and employee benefits include:

- A full and robust training and induction programme
- Holiday entitlement of 28 days rising to 31 with length of service and 9 public holidays
- Enhanced Employer Pension Contributions
- Free Confidential Employee Counselling Service
- Access to Mental Health First Aiders across the organisation
- Free Vehicle Breakdown Cover
- Company Mobile Phone and Laptop
- Scottish Council for Voluntary Organisations Credit Union



- Discounted holidays and associated benefits
- Access to discounts for charity workers which includes gym memberships, high street shops, online retailers, travel, insurance
- Flexible and agile working and Family friendly policies

If you would like more information regarding this role, please contact us on 0141 427 0523 to arrange an informal chat with the HR Manager. You can apply directly online via the includem website (www.includem.org).

Alternatively, you can request a pack by e-mailing hrassist@includem.co.uk or, contact our Head Office on the number above. **The closing date for applications is 5th June 2022 midnight.**