**Purpose of the Learning & Development Business Partner**

**Title:**  Learning & Development Business Partner

**Reports to:** HR Manager **Direct reports:** Nil

**Level of fiscal accountability:** Medium

**Hours of work:** 35 hours per week – *Some evening & weekends to support operational needs of the business*

**Location:** Includem Head Office, 6000 Academy Business Park, 51 Gower St, Glasgow

**Hybrid working:** Yes **Travel:** As required to meet operational needs.

Includem’s mission is to provide the support children and young people need to make positive changes in their lives, and inspire a more hopeful future for children, young people, their families and communities.

The Learning & Development Business Partner will design and deliver includem’s Induction and organisational development activity. They will ensure includem’s teams are equipped to deliver professional, quality services which adhere to national standards, and which support young people and families. The post holder will analyse and evaluate development and training activity to report, and evidence the direct impact to quality services for young people and families, and the professional development of our business. In addition, the role is required to work in partnership with internal and external sources to ensure our teams are fully aware of legislation and best practice initiatives impacting the sector.

**Key Activities & Tasks**

**Delivery**

* Responsible for delivering the full suite of includem’s internal training
* Design, development and delivery of bespoke learning material and products to be delivered externally as part of includem’s revenue fund.
* Development and delivery of A Better Life (ABL) toolkit – *a bespoke toolkit for includem*
* Providing Learning & Development advice and support to employees and Line Managers
* Coaching Line Managers
* Pursue and drive accreditation
* Correlation of internal functional requirements
* Actively engage in the tender and bid writing process
* Carry out and interpret a Skills Gap Analysis from Board level to core team, and develop appropriate solutions to meet needs of a growing and forward thinking business
* Link and reflect national policy in all development requirements and products

**Relationships**

* Build, nurture and enhance internal and external relationships with key stakeholders
* Schedule and attending meetings with internal and external stakeholders where Learning & Development is the key activity/focus
* Identify organisations and external bodies where there is opportunity to develop and foster symbiotic relationships.
* Attend forums, industry specific events, collages & universities to showcase and educate about what includem delivers.
* Liaise with external stakeholders and suppliers of Learning & Development services and products to ensure includem offers and delivers optimum Learning & Development opportunities across the organisation

**Compliance**

* Overseeing all programs and databases which capture Learning & Development information
* Keeping up to date with industry and legislative requirements to ensure training products and services are delivered effectively and in time.
* Managing registration and applications with Scottish Services Council, Disclosure Scotland and Volunteer Scotland
* Commitment to includem’s mission and principles.

**Reporting**

* Learning & Development KPIs, reporting for HR Committee papers quarterly.
* Ensure evaluation of materials and products are measurable and learning is embedded.
* Reports for external bodies and funding organisations as required by SLA’s

**Ad Hoc**

* Act as an ambassador for includem where opportunity presents.
* Provide support to HR function when required
* Provide advice for or, assistance with projects across the organisation where skills, experience and capability are relevant.

**Person Specification – Behaviours & Competencies**

* You will be educated to [**SCQF Level 10**](https://scqf.org.uk/level-8/)or have relevant skills and experience in Teaching or similar roles.
* Experience of working in the care/charity sector (Essential)
* Knowledge of the Scottish Social Services Council (SSSC) and Disclosure Scotland (PVGs, Disclosures).
* Demonstrable knowledge and understanding of multiple approaches to learning.
* Experienced and confident in scoping, developing and delivering training materials to a wide and varied audience.
* Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.
* Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.
* Experience of contributing to the coordination and leadership of learning and development operational and strategic plans.
* Thinks broadly and strategically. Supports and drives organisational change.
* Confident and practised in the use of online applications – Outlook, excel, word, powerpoint, canva
* Experience of working collaboratively with internal and external colleagues
* Ability to engage and motivate others.
* Demonstrates a resilient, flexible and adaptable approach with ability to self-manage and work on own initiative.
* Keeps up to date with sector information and trends. Identifies business opportunities for the organisation
* Maintains awareness of developments in the organisational structure.
* Demonstrates financial awareness - controls costs and thinks in terms of profit, loss and added value.