**Job description**

**Learning & Development Business Partner**

12-month Fixed Term Contract

35 hours per week – Occasional weekend and evening work required

Based at Includem Head Office, Glasgow (hybrid working available) – Travel to Includems various offices around Scotland expected.

**Annual salary: £34,765 - £37,990**

**About Us**

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

If you’re looking to really make a difference in the lives of children and young people, then we’re certain this opportunity is **perfect** for an **experienced and well-rounded L&D professional.**  With the **full support** of our L&D Co-ordinator, you will **design and deliver** a range of development activity, ensuring includem’s teams are equipped to deliver professional, quality services which adhere to national standards, and which support children, young people and families.

There is ample **scope for creativity and fresh thinking**, enabling you to **add your touch and real value** to our organisation. In addition, you will work in partnership with internal and external sources to further scope and develop products which includem can offer to other organisations.

Knowledge of The Promise and socio-cultural strategies where children and young people are the focus, is key to being successful in this role. Our team of experienced professionals provide a **welcoming and vibrant space** in which to work, where **individuals are valued, and collaboration is key**.

**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 and support 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

**To be considered for this role you should be able to demonstrate:**

* Education to **SCQF Level 10**or have relevant skills and experience in Teaching or similar roles.
* Experience of working in the care/charity sector (Essential)
* Demonstrable knowledge and understanding of multiple approaches to learning.
* Experience and confidence in scoping, developing and delivering training materials to a wide and varied audience.
* Ability to communicate and network effectively.
* Experience of contributing to the coordination and leadership of learning and development operational and strategic plans.
* Confidence and practise in the use of online applications – Outlook, excel, word, powerpoint, etc
* Experience of working collaboratively with internal and external colleagues
* Ability to engage and motivate others.
* A resilient, flexible and adaptable approach with ability to self-manage and work on own initiative.
* Keeping up to date with sector information and trends. Identifies business opportunities for the organisation

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.

To apply, please visit our website (Includem.org) and fill out an application pack for the

**The closing date for applications is Wednesday 31st of August at midnight.**

Interviews will ideally take place week commencing 5th September 2022