



Job Title	<ul style="list-style-type: none">- Learning & Development Advisor
Location	<ul style="list-style-type: none">- Stanley Bett House (Head Office) - Lincoln
Hours	<ul style="list-style-type: none">- 37.5 hours per week
Reports to	<ul style="list-style-type: none">- Learning & Development Manager
Benefits	<ul style="list-style-type: none">- Discretionary colleague bonus twice yearly- Pension contribution of up to 12% of salary- Colleague discount across our family of businesses
Scope and Purpose	<ul style="list-style-type: none">- To support the Learning and Development team to help deliver a blended learning and development approach to maximise the potential of our business areas- Working either on your own initiative or within a team to use creative knowledge to support in identifying and developing bespoke learning and development solutions in a fast-paced retail environment- To provide efficient, accurate and timely support, advice and guidance to our colleagues about learning, performance and development
Duties and Responsibilities	<ul style="list-style-type: none">- To carry out learning needs analysis and design bespoke training using blended learning approaches, working with each business area to achieve this.- Coaching colleagues to help develop their full potential and meet their learning needs as required.- Design and deliver effective learning and development initiatives to maximise the potential and contribution of all our colleagues.- Support the business in learning, developing and coaching in order to meet the individual business requirements.- Maintain accurate records to support annual reporting and for the provision of management information for the wider business- Monitor and report on EDI and use this information to drive change across the business.- Deliver and access externally accredited qualifications such as Institute of Leadership and Management qualifications.- To act as a representative of the Society at external events as required.- Project work and any further duties as may be required in role, working closely with the Learning and Development Manager and the wider team.

Relationships

- All colleagues within the Learning and Development team
- Colleagues from the wider team including Health & Safety, Security and People & Performance
- Working relationships with Managers and colleagues at all levels from across the Society
- External stakeholders such as awarding bodies i.e. ILM, Highfields and training providers e.g. University of Lincoln, Boston College

Qualifications and Experience

- Excellent presentation and facilitation skills, holding a relevant qualification to recognise this
- Can demonstrate resilience and adaptability to change in a fast-paced environment
- Experience within a multi-site organisation and/or a retail environment is highly desirable
- The ability to build strong relationships at all levels and to coach and guide colleagues on a variety of learning and development matters
- Experience of digital solutions within a learning and development environment, developing eLearning material (LMS experience, ideally Moodle)
- Good time management and quick to learn new skills with a track record of achievements through effective coaching and development
- Excellent verbal and written communication skills
- Hold a full driving licence and access to a vehicle for business use