

## JOB DESCRIPTION

**Job:** Learning and Development Manager

**Office Location:** Loughborough

**Department:** Learning and Development

**Reports To:** Samantha Hamilton

**Hours of Work:** 37.5

**Supervisory Responsibilities:** Yes

**Travel Required:** National

### Main Purpose of Job:

- On a day to day basis, manage the learning and development function in providing a professional, proactive service to foster carers and staff, delivering creative learning solutions across the organisation in meeting the needs of the business.

### Essential Duties:

- With the Head of L&D, develop a progressive and dynamic annual organisational development programme for both foster carers and staff.
- Work with the Head of Residential Services to meet the growth of the children's homes in providing a robust staff learning programme.
- Lead and manage a small team, develop the service offering and continually review and improve our systems and processes. Create an atmosphere of trust and positivity demonstrated by excellent leadership skills.
- Identify, monitor and analyse current and future learning needs through data and research, suggesting proposing solutions and implement where appropriate.
- With a firm understanding of the business context and development, manage a budget whilst focusing on delivering best quality and cost effective learning opportunities.
- Create and embed overarching quality assurance systems across the L&D service.
- Design and deliver training for differing groups at various levels across the organisation including in-house qualifications.
- Be responsible for selecting and managing training resources, including working with both internal employees and external training providers to develop and deliver training. Ensure the smooth running of the skills to foster training and Induction training for all foster carer applicants across the country, this includes ensuring that the materials are updated and reviewed and delivered in a cost effective and professional manner, meeting the demands of an expanding service.
- Work in partnership with the HR department in providing an effective induction for staff and foster carers, preparing succession plans, managing talent, supporting the mental health and other internal campaigns.
- Responsible for ensuring that the REACH approach is embedded throughout all services. This will include a thorough theoretical knowledge of attachment and therapeutic principles underpinning the model, to include PACE and the secure base model.
- The therapeutic model used at Compass and the training delivered to carers offering therapeutic placements includes Dyadic Developmental Practice, Blocked Care, PACE, Empathic Commentary and Emotion Coaching. You will coordinate the L&D development of the therapeutic service as it extends to more regions.
- Attend foster carer forums and work closely with representatives to ensure foster carers feel heard and

that the service meets their needs.

- To be familiar with fostering and residential minimum standards and ensure training addresses these, as well as current issues pertinent to the role of residential and fostering services

**Organisational:**

- To undertake broadly similar duties commensurate with the level of the post as required by the Manager.
- To fulfil Health & Safety responsibilities.
- To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
- The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post
- The post holder will be expected to competently use electronic systems effectively
- The post holder will be expected to ensure to comply with Equal Opportunities Policy and Procedure in all employment practices
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
- The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises where tasks, which are not specifically covered in the job description, have to be undertaken.
- On occasion, travel to other Compass Community offices may be required to attend induction, training, meetings or to provide cover.

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