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| **Job Title:** | **Learning & Development Business Partner** |
| **Reporting to:**  | **Head of Talent Acquisition & Development** |
| **Purpose of role:** | The Learning and Development Business Partner will design, deliver, and evaluate impactful learning strategies and development programmes that drive continuous professional growth across the organisation. Supporting colleagues in both Care & Support and Education divisions, the postholder will partner with leaders and teams to identify skills gaps, align training with strategic priorities, and foster a culture of learning and quality improvement.**EQUAL OPPORTUNITIES**All young people are equally entitled to have their needs met in a fair and balanced way. To be responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any young person or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference. |
| **Location of the role:** | Remote with travel |
| **Main areas of overall accountability:** | **. Strategic L&D Partnership*** Act as a trusted L&D advisor to managers and teams across all three divisions.
* Collaborate with stakeholders to identify training needs aligned with regulatory compliance (e.g. Ofsted) and strategic priorities.
* Contribute to the delivery of a continuous learning culture across the organisation.

**2. Learning Design and Delivery*** Design and deliver learning interventions (workshops, eLearning content, toolkits) for operational colleagues, leaders, and support services.
* With the Head of Talent Acquisition & Development, quality assure the outsourced induction programme and ongoing CPD for all divisions
* Coordinate with external providers to ensure quality and value-for-money training delivery.

**3. Learning Management System (LMS) Administration*** Maintain accurate records on the LMS (e.g., training completions, certification, compliance rates).
* Schedule and manage training events on the LMS, including communications and learner support.
* Produce reports on training compliance and outcomes for internal and external audits.

**4. Apprenticeship and Professional Development Coordination*** Work with the apprenticeship levy team, external training providers, and line managers to support learners through their programmes.
* Track apprentice progress and ensure appropriate learning pathways are in place.
* Promote internal progression opportunities through apprenticeships and development schemes.

**5. Evaluation and Reporting*** Monitor the impact and effectiveness of learning interventions through feedback, KPIs, and metrics.
* Prepare regular reports for the Head of Talent Acquisition and Development on L&D activity and outcomes.
* Contribute to the development of the annual training plan and budget management.

**6. General Administration & Support*** Manage L&D-related inboxes, communications, and training enquiries.
* Provide administrative support for training logistics (booking venues, materials, evaluations).
* Maintain L&D documentation, policies, and standard operating procedures.
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| **Requirements for the role:** |  **Essential:*** Proven experience in a Learning and Development role, ideally in health, social care, or education.
* Strong administrative skills and familiarity with LMS platforms
* Experience coordinating or managing apprenticeship programmes.
* Excellent interpersonal and stakeholder management skills.
* Ability to manage multiple priorities with a high level of accuracy and attention to detail.
* Skilled in Microsoft Office (especially Excel, PowerPoint, Teams, Outlook).

**Desirable:*** CIPD Level 5 (or working towards) or equivalent qualification in L&D or HR.
* Experience with regulatory frameworks such as CQC Ofsted, Skills for Care.
* Knowledge of the Apprenticeship Levy and ESFA funding rules.
* Experience designing blended learning and eLearning content.
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