

Job Description

Job title

Learning & Development Manager

Hours

37.5 - Full time

Contract

Permanent

Role profile and grade

OS45S - Grade 4

Salary

Starting salary £41,490 with biennial increments

Location

Cheadle / Hybrid

Reports to

Head of Learning & Organisational Development

Type of DBS required

Standard DBS (We will apply for this on your behalf)

Job purpose

Lead the design, delivery, and evaluation of impactful learning initiatives across the organisation. Responsible for leading a high-performing L&D team, this role plays a critical part in building organisational capability, driving continuous development, and supporting our people to thrive through initiatives such as leadership development, coaching, EDI, apprenticeships, compliance training, and skills-based talent planning.

Report directly to the Head of Learning & Organisation Development, operating cross-functionally within the People and Culture team, this role works in partnership with key stakeholders to shape and implement the organisation's learning strategy, ensuring it aligns with our broader organisational goals.

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The role also contributes to creating an inclusive workplace through building a values-led and person-centred learning culture, helping everyone to feel valued and respected.

Key responsibilities

Strategic Leadership and Learning Planning

- Align L&D strategy with Trust priorities and regulations, translating them into a learning roadmap that drives growth and positions L&D as a trusted partner.
- Conduct organisation-wide learning and digital skills analysis with service leaders to inform strategic workforce development.
- Represent L&D in key cross-functional forums and collaborate with service leaders to ensure learning supports cultural, inclusion, and service priorities.

Leadership and Management Development

- Design and deliver tailored leadership programmes and interactive workshops for all leadership levels.
- Develop and embed leadership frameworks, including competencies and progression pathways.
- Support strategic talent planning through succession development and capability mapping.

Coaching and Internal Capability Building

- Design and implement a coaching culture across the Trust, including internal coaching frameworks and capability support.
- Provide individual coaching support and mentor colleagues to apply coaching tools in live settings.

Mandatory, Regulatory and Induction Training

- Ensure full compliance with regulatory frameworks through oversight of statutory and mandatory training.
- Commission and co-deliver sector-specific training across special education, health, and social care services.
- Lead induction learning processes to embed values and ensure operational readiness for new starters.

Equality, Diversity and Inclusion Learning

- Lead the multi-year development and delivery of an EDI learning framework for all leadership levels.
- Partner with staff networks and EDI leads to co-produce training that drives inclusive leadership, cultural awareness, and allyship.
- Advocate for blended learning using innovative and traditional solutions that encourage a learning culture across all services – e.g. Action learning sets, podcasts, webinars, networking, apprenticeships, taught sessions, peer and on the job learning, e-learning etc.

Apprenticeship Strategy and Early Careers

- Lead the apprenticeship strategy and management of the Apprenticeship Levy, ensuring strategic use and performance impact.
- Collaborate with providers and internal stakeholders to develop apprenticeship pathways linked to workforce priorities.
- Monitor, report, and evaluate apprenticeship engagement, outcomes, and progression.

Digital Learning and Systems Oversight

- Manage the LMS to ensure quality content, accessibility, and accurate compliance reporting.
- Use data and digital skills assessments to inform development and visualise performance and engagement.
- Champion digital learning solutions to boost accessibility and learner engagement.

Skills and Competency Frameworks

- Lead the development of skills and competency frameworks for key roles and leadership tiers.
- Align frameworks with organisational values, regulatory expectations, and strategic direction.

Team Leadership

- Lead, mentor, and develop a team of learning & development professionals to their full potential through compassionate leadership, fostering a culture of continuous improvement and professional growth.

Commented [RG1]: New bullet which aligns with the wording in the Head of Learning & OD JD

- Ensure the team and individual values and behaviours are in line with the Trust's values & behaviours.
- Provide strategic and operational leadership to the L&D team, including line management, supervision, and performance development.
- Develop team capacity in digital learning, coaching, compliance, and facilitation.
- Encourage and role model collaboration and teamwork across People and Culture teams to ensure a joined-up approach which contributes to an efficient and effective service.

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Budget and Provider Management

- Manage the L&D budget with full accountability for spend, planning, and ROI tracking.
- Commission external providers and monitor delivery quality, cost-effectiveness, and contract compliance.

Evaluation and Impact

- Evaluate L&D delivery to measure the impact against intended outcomes.
- Produce impact reports and insights for senior stakeholders and Board.
- Continuously improve provision based on data, user feedback, and sector trends.

Other responsibilities

- Actively engage with the Together Trust's vision & mission.
- Champion of values (Positive, Professional, Passionate, Supportive).
- Developed and led high-impact internal programmes in coaching, inclusion, leadership, digital capability, and early careers.
- Embedded strategic initiatives that support a just, person-centred, and inclusive culture.
- Commit to promoting equality, diversity and inclusion

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application of how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	<p>Educated to Degree level in relevant field, e.g. HR, education, psychology, business administration.</p> <p>Evidence of continuing professional development</p> <p>Qualification, experience or training to act as workplace coach/mentor</p>	<p>Relevant professional experience or qualification i.e. Psychometrics (i.e. MBTI, Hogan, Saville etc...) or Occupational Psychology</p>
Experience and skills	<p>Experience with LMS platforms and digital learning tools.</p> <p>Experience of leading complex projects, workforce initiatives</p> <p>Experience in designing and delivering a range of development programmes</p> <p>Advanced oral and written communication skills at all levels, including presentation and facilitation skills</p> <p>Proven track record of managing teams, setting team goals and achieving them</p>	<p>Experience of reporting to Trust Board level within organisational governance framework arrangements both written and verbally</p>
Knowledge and understanding	<p>Knowledge of training needs analysis and evaluation methodologies</p>	<p>Microsoft 365 and SharePoint</p> <p>Understanding of accreditation process</p> <p>Understanding of Education Governance and Academic Frameworks and national standards</p>

		Financial knowledge and the ability to manage a budget
Other	Ability to travel across the Together Trust locations Lead and role model for Trust values and behaviours	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

If there is any part of your lived experience you want to keep confidential in some way please talk to the Recruitment or HR shared service teams and we will do what we can to support you

