**Yorkshire Housing Role Profile**

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| **Job title:** | Learning and Development Trainer | **Leader of others:** | No |
| **Reports to:** | TBC | **Contract type:** | Agile -Homeworking |
| **Business area:** | People & Culture | **Car allowance:** | No |
| **Budget holder:** | No | **DBS required:** | No |

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| **Job purpose** |
| Our Learning and Development Trainers play a crucial role in designing, delivering and evaluating learning and development programmes. You’ll collaborate with key stakeholders from across all business areas, the People and Culture team and People Partners to identify learning needs, facilitate workshops and contribute to the achievement of the People and Culture Strategy. |

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| **Key responsibilities** |
| * Build great working relationships with key stakeholders across the business to fully understand business priorities, ways of working and learning needs. * Design and deliver learning solutions that are accessible for all colleagues. * Understand learning needs to make sure the design considers the best way to deliver training, whether that be digital, face to face or other types of learning. * Support managers with onboarding and inducting new colleagues with local induction plans. * Deliver new colleague welcome sessions to make sure colleagues are onboarded effectively. * Working with the Technology team to deliver system training to new colleagues and support the roll out of training for system upgrades. * Contribute to the delivery of our ‘Managing the YH Way’ sessions for managers * Work with subject matter experts in the business to design and deliver subject specific training, including regulatory and legal changes. * Contribute to the assessment and evaluation of all learning interventions, demonstrating value added and effectiveness. * Understand wider business initiatives, making sure YH training interventions are aligned to the delivery of our Business Strategy. * Work closely with the partnering team to share insights to shape learning plans * Play a key role in making sure colleagues are ready to receive learning, growth and development – adding to our continuous learning culture. * Support colleagues to innovate and problem solve by thinking differently about learning * Support the embedding of our coaching and feedback culture * Collate feedback and observations from across the business to help shape the design of colleague and manager training initiatives. As a custodian of our Culture, you’ll consistently role model our adult/adult, empowering and ownership principles through a range of diverse opportunities. |

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| **What you’ll bring to the role** |
| **The main things:** |
| * An established L&OD professional who’s experienced in working with multiple stakeholders and partners. * A strong facilitator * Ability to work flexibly in line with Hub, Home and Roam principles. * Experience of working in a changing environment. * A strong ability to balance effective collaboration with progressing opportunities. * Experience of designing and delivering interconnected learning plans spanning new regulations, behaviours, knowledge, culture and skills. * Excellent communication, presentation and facilitation skills. * Great co-ordination skills and the ability to share plans and approaches with key stakeholders; to aid shared understanding and agreement. * Skilled at working through others and influencing to achieve an agreed set of outcomes. * Demonstrates commitment to Equality, Diversity, Inclusion and Wellbeing. * A strong coach, who’s curiosity is boundless * Passionate about self-development, you’ll always be learning and applying this to the role |
| **It would be a bonus if you have:** |
| * CIPD Level 5 * Experience of design and delivery in a flexible and agile environment |
| **Our values:** |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work.  **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say  **Be curious** • Think differently • Ask questions • Keep learning  **Make it happen** • Own it • Do it • Be empowered  **Achieve impact** • Do things that matter • Deliver results • Show pride and passion  **Have fun** • Enjoy work • Be yourself • Stay connected  We want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles. |

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| **Date Role Profile last reviewed:** |  |