|  |  |
| --- | --- |
| **Job Title:** | **Learning and Development Facilitator** |
| **Reports To:** | **Learning and Development Manager** |

|  |  |
| --- | --- |
| **Job Summary:** | Drive performance and quality within our homes through delivery of quality assured training to our team. To ensure we have a competent and compliant team to deliver exceptional care to our residents. Working within a regional team and providing direct support for a cluster of care homes. |

|  |
| --- |
| **Role Responsibilities:** |
| * Being the lead trainer for a cluster of homes, delivering a variety of topic areas with a focus on statutory and mandatory training. * Assist in the identification of learning needs by utilising the LMS, working collaboratively with the wider L&D team and business operators. * Contribute towards the planning and design of learning courses and content. * Facilitate engaging and interactive induction and refresher courses in your homes, both face-to-face and virtually when required. * Follow appropriate governance and quality assurance structures that are in place across all learning and development activities. * Seek feedback from key stakeholders to share with the wider L&D team and influence strategy. * Establish and develop productive relationships and partnerships with external organisations to share best practice and act on constructive critique * Adopt a flexible approach to time management to meet the business needs and shift patterns within the homes. * Ensure all learning interventions meet the diverse needs of learners, proactively taking an inclusive approach to ensure learning accessibility and outcomes for all learners. * Encourage teamwork that enhances communication, understanding and delivers high performance.   **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |  |  |
| --- | --- | --- |
| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| Level 3 Award in Education and Training | E or willing to work towards | CV/Interview |
| Level 3 (or above) in Health and Social Care | E | CV/Interview |
| Moving and Handling Instructor Qualification | D | CV/Interview |
| Crisis Prevention Institute Certificate in Safety Interventions | D | CV/Interview |
| First Aid Instructor Certificate | D | CV/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Empathy and person centred, with a flexible approach in leading others. | E | CV/Interview |
| Excellent work ethic, team player and good interpersonal skills. | E | CV/Interview |
| Excellent listening, communication, and people skills across all levels (both written and verbal). | E | CV/Interview |
| IT proficiency (word/excel/PowerPoint) and ability to administrate work. | E | CV/Interview |
| Must hold a UK driving licence and own transport. | E | CV/Interview |
|  | | |
| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |