



Job Title: Learning and Development Manager
Accountable to: Deputy Chief Executive
Salary: £39k
Location: 166 Buchanan Street, Glasgow, G1 2LW. (Please note that the AFS team are currently working from home in line with Scottish Government guidance.) Occasional travel to other locations may be required in line with business needs.
Status: Full-time (34.5 hours), fixed term of 18 months.
Working hours: Flexible working is encouraged to meet the needs of the post and to accommodate the post-holder.

1. Alcohol Focus Scotland's Vision and Mission

Alcohol Focus Scotland's (AFS) vision is a future free from the widespread health and social harm caused by alcohol. Our mission is to deliver effective and cost-effective action to reduce alcohol consumption and harm in Scotland and beyond. We make a unique contribution to preventing alcohol harm in Scotland by promoting evidence-based interventions that work for people and communities and which reduce health inequalities.

2. Job Purpose

As Learning and Development Manager, you will lead the development and implementation of a new learning and development strategy for AFS which seeks to modernise the L&D function, creating innovative solutions and new markets for learning and development and promoting the long term sustainability of the L&D function and the wider organisation through income generation.

To deliver the job purpose, you will work closely with senior managers and colleagues across the organisation to scope opportunities for innovation in learning and engagement activities. Your key responsibilities will be to:

L&D Strategy (15%)

- Lead, develop and manage AFS's learning and development function, ensuring the implementation of robust strategy, business planning processes and structures.
- Review the existing suite of learning, development and engagement products and plans to identify opportunities for modernisation, or alternative modes and models of delivery which respond to the needs of learners and clients.
- Oversee the development of all training, resources and other learning opportunities and materials, ensuring they support the key outcomes within AFS's Strategic Plan.
- Identify new marketing opportunities to generate additional income from AFS's learning and development products, in line with AFS's Strategic Plan.

L&D Practice (40%)

- Work with colleagues across the organisation to identify new areas for development in learning and engagement aligned to the Strategic Plan and policy-focused work programmes.
- Oversee and manage the development of funding applications, quotes, and project plans to secure income and ensure timely and efficient delivery of outputs and outcomes.
- Contribute to financial management including quarterly projections, annual budget preparation and financial reporting.
- Contribute to the development and oversight of a monitoring and evaluation framework to assess the effectiveness of AFS's learning and development outcomes.

Stakeholder Relationships (15%)

- Develop strategic relationships with external partners to identify and promote learning and development opportunities.
- Provide written and verbal reports to Senior Management Team, AFS Board and AFS funders.
- Represent AFS in meetings, events and conferences as required.

Business Engagement (10%)

- Contribute to the development and maintenance of effective systems to collect, monitor, and evaluate key performance indicators relating to learning and development.
- Contribute to the development and oversight of governance procedures and processes to ensure organisational compliance, effectiveness and integrity.
- Support the organisation to deliver AFS's values, mission, vision and objectives as described in AFS's Strategic Plan.

Line Management (10%)

- Provide leadership, mentoring and line management support to two Senior Coordinators in the Learning & Development team and other staff as required.

3. Critical knowledge, skills and experience required

Essential

- Educated to degree level in a relevant subject, Chartered Member of the CIPD (or equivalent) or equivalent professional experience.
- Experience of developing strategy, robust business planning processes and systems within a learning and development environment. This should include devising and implementing management systems and processes to ensure sound financial management, quality control and delivery of a range of learning and development resources and training.
- Experience of developing and devising innovative learning and development opportunities to suit the needs of a range of partners and stakeholders, including digital, and blended learning approaches.
- Experience of successful leadership of a team, motivating colleagues to achieve outcomes and objectives.
- Experience of identifying and responding to income generation opportunities and building productive relationships and partnerships with a wide range of stakeholders, using networking and influencing skills.
- Experience of contributing to strategic planning, management, and governance.
- Experience in the design and implementation of monitoring and evaluation processes to evidence outcomes.
- Excellent communication skills, with ability to articulate the organisation's vision and direction to a wide range of partners and stakeholders.

Desirable

- Experience of policy and learning & development at a local and national level.
- Demonstrable experience of working within a fast-moving policy and practice environment.
- Experience of interacting with print and broadcast media and acting as an organisational spokesperson.
- Awareness of human rights, equality, and inclusion issues as they affect people who experience disadvantage.

4. Responsibilities of all Alcohol Focus Scotland Staff

- Manage and prioritise workloads and ensure that deadlines are met.
- Maintain positive working relationships with all members of the Alcohol Focus Scotland staff team and ensure that colleagues are kept up to date with relevant issues and developments.
- Undertake all work in line with AFS organisational values and contribute to team activity across work programmes as required.

- Undertake relevant professional development activities and training as agreed with line manager.
- Maintain confidentiality, including day to day observance of data protection guidelines.
- Adhere to all internal and external policies, procedures and contribute, as required, to their ongoing development.
- If required, work outside normal working hours for which time off in lieu (TOIL) will be given.
- Key holders should secure premises as necessary.
- Have regard for your own and others' health and safety.