

JOB PROFILE

Job title	Learning and Development Manager
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JOB DESCRIPTION

Job purpose

The purpose of this post is to develop and oversee a learning and development programme for staff that supports trauma-informed practice, registration requirements across services, staff development and retention and is aligned with Fife Women's Aid policies and procedures.

Reporting to

Fife Women's Aid CEO

Key activities

Responsible, under the general direction of the CEO, to provide leadership in relation to learning and development across FWA services, support staff development and contribute to the recruitment and retention of a trauma-informed workforce providing the best possible service to the women, children and young people we support.

1. Carry out organisational training needs analysis on a regular basis to inform training opportunities provided for staff, volunteers and students.
2. Develop and maintain a learning and development programme that meets the needs of service requirements.
3. Ensure learning and development opportunities are aligned with FWA policies and procedures, meet the requirements of trauma-informed practice within a single sex service, and support the development of best practice.
4. Support the delivery of a comprehensive induction programme for new staff, volunteers and students in collaboration with other managers, staff and service users.
5. Design, develop and source, learning and development opportunities for staff, volunteers and students, including online learning opportunities.
6. Deliver training to staff, volunteers and students to support their development.

7. Contribute to the commissioning of external facilitators to enhance the delivery of learning and development opportunities for staff, volunteers and students.
8. Coordinate evaluation of learning and development opportunities and ensure this informs the development of future training provision.
9. Provide monitoring data from learning and development to meet the requirements of funders and regulatory bodies.
10. Perform administrative tasks in a timely way to ensure smooth running of the service. This will include providing written reports as required.
11. Keep up to date with changes in legislation and working practices and ensure learning and development opportunities meet health and social care standards and SSSC learning and development requirements as well as those of other relevant regulatory bodies.
12. Investigate complaints as appropriate to role. Deal with any HR processes arising from these in collaboration with Fife Women's Aid CEO and HR consultants.
13. Represent Fife Women's Aid at relevant multi-agency and strategic meetings.
14. Take a proactive role in promoting equality and anti-discriminatory practice. Comply with, and ensure compliance with, relevant health and safety legislation and good practice as set out in Fife Women's Aid health and safety policies and procedures.
15. Promote the work of FWA in the local and wider community, helping to raise awareness of domestic abuse issues affecting children and young people. This will include involvement in the delivery of training and events.
16. Support the promotion of FWA's public and media profile, including managing social media posts.
17. Demonstrate commitment to ongoing personal development.
18. Perform other duties as reasonably required by Fife Women's Aid CEO.

Team Manager person specification

Qualifications, training and experience	Essential	Desirable
Qualified to SCQF level 8 in a relevant discipline	E	
Evidence of continuous professional development		D
Experience of training delivery and facilitation in a social care, health, education or similar environment	E	
Experience of designing, sourcing and evaluating learning and developing opportunities	E	

Competencies	Essential	Desirable
Understanding of the impact of domestic abuse on women, children and young people		D
Knowledge of trauma-informed practice	E	
Excellent communication skills, both verbal and written, with ability to engage with a wide range of stakeholders	E	
IT skills, including use of Word, PowerPoint, Outlook, Excel, databases and web based information systems	E	
Self-management and organisational skills	E	
Understanding of current legislation, regulation and best practice in relation to health and social care standards, SSSC and other relevant regulatory bodies		D
Ability to work on own initiative and within teams towards achieving overall objectives	E	
Knowledge of monitoring and evaluation	E	
Training and facilitation skills	E	
Knowledge of budget monitoring		D

Personal qualities	Essential	Desirable
Self-motivated, enthusiastic, committed, sensitive, effective and co-operative	E	
Ability to demonstrate a positive, person-focused and team-working approach to work	E	
Reliable and responsive	E	

Special requirements	Essential	Desirable
Committed to equal opportunities and anti-discriminatory practice	E	
A flexible approach to working, including an ability to work office hours and occasional evenings and weekends	E	
Full driving license and access to own transport to support travel throughout Fife.	E	
Ability to have business motor insurance	E	

Organisational culture

Fife Women’s Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women’s Aid.

Membership of Protection of Vulnerable Groups (PVG) Scheme is a requirement of this post.

Fife Women’s Aid strives to be an equal opportunities employer and positively welcomes applications from women from all sections of the community.

Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.