

## Job Description

**Job Title:** Learning Facilitator

**Responsible to:** Learning and Development Business Partner

The Learning and Development team is based across locations within North Yorkshire. This role works across the Trust taking responsibility for the learning and development to meet all legal and regulatory requirements and promote a blended learning offering. You will design and deliver internal training within your skill set. This is an exciting time to be joining the Trust as we are undergoing significant change and the team will be at the heart of this change.

Our Values in Practice play an important part to the expectations around how you perform in the role. You can find them [here](#)

### Purpose of the Role

To design and deliver effective training programs for our care professionals. As a Learning and Development Trainer Facilitator, you will play a crucial role in ensuring the continuous growth and skill development of our staff, ultimately contributing to the delivery of high-quality care services.

#### Training Program Development:

- Design, develop, and implement comprehensive training programs tailored to the specific needs of care professionals.
- Collaborate with subject matter experts to ensure training content is current, relevant, and aligned with Health & Social Care standards and regulations.

#### Training Delivery:

- Deliver engaging and interactive training sessions for Health & Social Care staff, using various instructional techniques and formats.
- Facilitate blended learning activities to enhance skills, knowledge, and behaviours.

#### Individual and Team Assessments:

- Support the assessment of training needs of colleagues and teams to identify gaps and create targeted development plans.
- Monitor and evaluate the effectiveness of training programs through assessments, feedback, and performance metrics.

#### New Employee Onboarding:

- Develop and deliver onboarding programs for new Health & Social care staff, ensuring a smooth transition into their roles and alignment with organisational values and practices.

#### Continuing learning:

- Support ongoing professional development opportunities for Health & Social care professionals to enhance their skills and stay up to date of industry advancements.

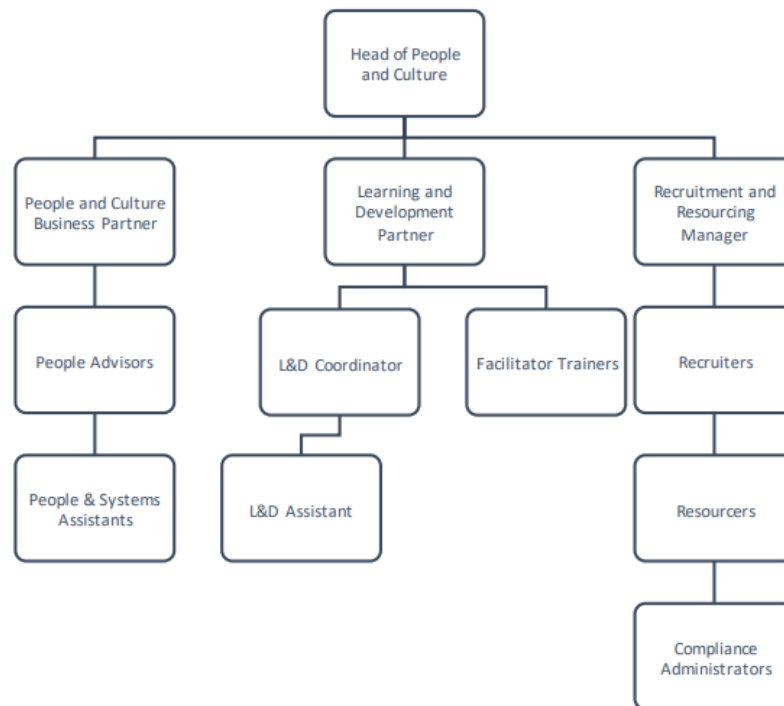
#### Compliance and Regulatory Training:

- Stay informed about changes in healthcare regulations and ensure that all training programs are compliant with industry standards and legal requirements.

#### Collaboration:

- Collaborate throughout the Trust to embed a learning culture and empower our people to achieve the organisational goals.
- Engage with relevant Subject Matter Experts to design and deliver compliant, accurate, and consistent learning solutions.
- Work closely with managers to address specific training needs and support career development plans.
- Advocate Co-production and include the people we support within design and delivery of learning solutions.

## Key Relationships and Stakeholders



## Roles and Responsibilities

### Accountability

- Contribute to the forecast of future learning and development needs to ensure that the Trust meets and remains compliant with regulatory requirements around CQC, fit and proper persons and contractual requirements.
- Ensure that design of learning materials and delivery meet regulatory and internal standards.
- Manage training records in the HRIS system to ensure timely and accurate reporting.
- Introduce a learning evaluation framework, to ensure transfer of learning and evaluate to inform future provision.
- Engage with stakeholders to undertake development needs analysis to identify skills, and development needs, required to strengthen the workforce capability and people potential.
- Take ownership of your own professional development, keeping up to date with current L&D theories and practices
- Take ownership of your own professional development, keeping up to date with current Health and Social Care and regulatory developments

### Working Together

- Work with and build relationships with colleagues, improving the overall learning experience.
- Build relationships and networks with external training providers and organisations.
- Work as part of a wider team People and Culture team, contribute to projects and initiatives within the People Plan.

### Commitment

- Deliver effective and engaging learning and development sessions, facilitate group and individual learning.
- Provide career development advice on appropriate learning programmes and career pathways, programme enrolment, provision of learning resources and providing guidance in preparation for future roles and career progression.

- Agree to conduct yourself in line with the general standards of conduct and behaviour as detailed in the Trust's Values In Practice; including awareness of risk, health and safety at work, data protection/GDPR and embracing the cultural diversity of all colleagues and the people we support.
- Manage your own continuing professional development, utilising available learning resources, opportunities and your own personal networks.
- Ensure that the outcomes of your work have a positive impact on the lives of the people we support.

### **Communication**

- Provide guidance and support to team leaders and service managers on how to best identify, address, monitor and evaluate learning and development for their team.
- Research and negotiate with external suppliers to identify suitable external learning providers, by supporting the procurement, design and delivery of bespoke learning, that meets the learning outcomes.

### **Decision Making**

- Evaluate learning outcomes and feedback findings to providers, to inform, develop and improve content for future delivery.
- Analyse data and performance to identify barriers to performance improvements and use to inform future learning solutions.
- Design internal learning and scope external learning with providers to deliver the required provision.
- Review participants undertaking professional qualifications and apprenticeships, liaising with external bodies to ensure that internal portfolio assessments are undertaken and that progress is monitored through to successful completion.
- Actively support continuous improvement of programme content through evaluation, keeping up to date with learning techniques and emerging approaches to learning and development, mentoring and coaching.

### **Leadership**

- Manage and co-ordinate the delivery of the coaching and mentoring frameworks, ensuring accredited training and CPD is provided for mentors and coaches.
- Maintain and develop your skills, knowledge and understanding of regulatory requirements and keep up to date with emerging ideas and new techniques, by undertaking regular CPD.

### **Respect**

- Respect all colleagues by demonstrating the Wilf Ward Values in Practice.
- This job description outlines the main duties of the post but does not exclude other duties as requested by the L&D Business Partner.

## **Outcomes**

To be successful in this role, the post holder will achieve the following outcomes:

- Contribution to the achievement of 90% compliance around L&D activities.
- Design and Delivery of compliant learning solutions that meet the needs of individuals, staff and the business.
- Successful contribution to embedding a learning culture and a programme of flexible and blended L&D offering, to contribute to the Trusts Employee Value Proposition.

## Qualifications and Experience

- Experience of working in the social care sector.
- Qualification in L&D level 3 or willing to work towards this.
- Training design, delivery, and facilitation skills.
- Comfortable working with leadership on variety of L&D matters and providing advice to managers and colleagues.
- Matrix team way of working that encourages involvement and ownership of delivery.
- Understanding of Equality, Diversity, and Inclusion, how to apply this in practice within the learning environment.
- Strong organisational and interpersonal skills.
- Excellent communication skills.
- Excellent IT skills - good working knowledge of Microsoft packages excel spreadsheets HR and e-learning platforms systems.
- Able to work on own initiative to meet targets and deliver expected outcomes.
- Hold a full UK driving licence and have access to a vehicle.