

TRAINING & PEOPLE DEVELOPMENT MANAGER

Role type: Permanent

Location: Birmingham/Work from home

Salary: Competitive

Main Purpose of the Job

Giving our people the knowledge, skills and experiences to grow with us

The Training & People Development Manager will be responsible for overseeing and managing our degree apprenticeship programme, Crimson Academy, from recruitment and onboarding, throughout the apprentices first year through to successful outcomes and handover to delivery. This is a hands-on role but with masses of opportunity to build on what we have already created. We want you to take it to the next level - challenge our thinking and approach, further develop our training materials and create new ideas.

If you have a passion for learning and want the opportunity to make a real difference this might be the role you have been looking for!

The Training & People Development Manager will have direct line manager responsibilities for the Year 1 apprentices and responsibility for setting and reviewing objectives and deadlines. They will provide innovative suggestions and creative solutions to produce effective training, enabling colleagues to understand how to navigate and complete tasks specific to their current roles.

Main Duties and Responsibilities

- To manage the Crimson Academy apprenticeship programme through its full lifecycle from recruitment, onboarding, induction to completion of Level 4 and handover of the apprentices to Delivery.
- To collaborate with the business to develop the training approach, timeframes and to suggest innovative ideas to ensure training is delivered at a high standard.

- To create & deliver training, through both classroom training, online training, and eLearning.
- To provide monthly mentoring and personal development coaching to the Year 1 apprentices and quarterly coaching to Year 2 apprentices.
- To support the Head of Change & People Development with the implementation of the People Development plan.

The Training & People Development Manager has a responsibility to manage the expectations of the following stakeholders:

- Apprentices
- Practice Leads
- PMO Team
- Head of Change & People Development

About you - ideally you will have some or all of the following skills and experiences.

- Evidence of ability and interest to develop others together with an interest and drive for lifelong learning
- Ability to research, build and develop business skills training and awareness sessions that engage and delight the participants
- Ability to create & facilitate training to suit the needs to different audiences to achieve maximum impact, through both classroom training, online training, and eLearning
- Experience of management of staff, developing, coaching and mentoring team members
- Excellent verbal and written communication skills and strong interpersonal skills
- Creative thinking, highly motivated and self-managing
- Strong emotional intelligence
- Curious - positive and enthusiastic
- Experience and knowledge of embedding training methodologies and strategies to business

Nice to Have

- Bachelor's degree - in training and development- human resources development- education - industrial/organizational psychology or related field
- CIPD Certificate/Diploma in Learning & Development