

JOB DESCRIPTION – NATIONAL LEARNING AND DEVELOPMENT ADVISOR

Responsible to: Learning and Development Manager

Purpose of post: To primarily deliver Moving & Assisting training, First Aid & Management training to staff across the Trust. To deliver compliance and mandatory as identified. To oversee and have responsibility for the recording of training delivered.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principal Responsibilities

- To deliver regulated First Aid & Moving & Assisting training to all homes across the Trust.
- To deliver management & other regulated training as identified and required across the Trust.
- To deliver mandatory and compliance training across the Trust as identified.
- To assist in the design of training sessions as required.
- To attend as necessary training events such as management seminars, business briefings etc.
- To maintain the Trust's training KPI's, liaising with homes and proactively following up failures to meet the identified KPI's.
- To assist the Learning and Development Manager in the drawing up of an annual Training & Development plan for identified courses.
- To maintain CPD.
- To contribute to divisional reports where required.
- To be able to carry out frequent travel nationwide.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

General responsibilities applicable to all colleagues

- Understand and support the vision, mission and aims of the Trust.
- Maintain awareness of your own and others' Health and Safety and comply with the Trust's Health and Safety policy.
- Adhere to policies and procedures within the Home and Greensleeves Care.
- Take appropriate responsibility for records held, created, or used as part of your work for the Trust (paper-based and electronic) as per information governance requirements.
- Encourage team-working and effective communication with colleagues.
- Act as a representative of the Trust and deal with Trust customers, stakeholders, advisors and the public in a professional manner at all times.
- Comply with Trust financial policies and practices as applicable.
- Take responsibility for your own CPD to ensure you are up-to-date at all times with changes in good practice in your areas of responsibility.
- Foster strong working relationships with your counterparts in related organisations and sectors.
- Undertake other duties as may be reasonably requested and assigned by the INSERT LINE MANAGER(S)



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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____

Care Homes

Location
Lowestoft
Diss
Sharnbrook
Newport Pagnell
Huntingdon
Leamington Spa
Pelsall
Ipswich
Ely
Sevenoaks
Acton
Rickmansworth
Barnes
Bromley
New Malden
Alton
Wokingham
Hastings
Calne
Winchester
Isle of Wight
Hastings
Crowthorne
Windsor