



## **Job Description**

### **Learning and Development Officer**

<b>Job Details</b>	
<b>Number of Posts</b>	1
<b>Department</b>	Learning and Development
<b>Reporting to</b>	Learning & Development Manager

#### **Who Are We?**

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### **Our Vision:**

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.



- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

## Our Values

ONE TEAM  
ACCOUNTABILITY AND RESPONSIBILITY  
QUALITY AND INNOVATION  
RELATIONSHIPS  
HIGH SUPPORT HIGH CHALLENGE

### Portfolio Responsibilities

To support the continued professional development of the Birmingham Children's Trust and multi-agency workforce . Develop, design, commission, assess, monitor, deliver and evaluate learning interventions both face to face and online. Support and implement workforce strategies in accordance with legislative requirements including national and local policy developments.

### Key Responsibilities

Leading the development and production of eLearning/ other digital learning content (including the capture, creation and manipulation of text, images and video). Using Microsoft software and in-house systems as part of the BSCP blended learning offer.

Overseeing the development and continuous improvement of the Learning and Development Programme .Through effective commissioning processes, development of accurate training provider agreements.

Managing safeguarding training projects including oversight and coordination of training events. As well as booking of appropriate venues and effective liaison with training providers, delegates and managers.

Evaluate/report on the impact and effectiveness of the BSCP Learning and Development programme. Including observation of training courses, review and improvement of evaluation processes, production and presentation of evaluation reports to multi agencies. Evaluating the effectiveness of training initiatives and making recommendations for improvement.



Building and maintaining effective working relationships with key partners and colleagues. Developing and sharing knowledge of safeguarding and training processes between Police, Health, Local Authority and Birmingham Children's Trust organisations and associated agencies.
Supporting the Learning and Development sub-group arrangement including, attendance at bi-monthly partnership meetings. Presentation of Learning and Development data and guidance as part of the agenda. Participating in task and finish groups alongside multi-agency partners as required
Managing and completing an annual portfolio of work projects. Based on the Work Programme of the Learning and Development sub-group, to the agreed timescale, cost and required standard.
Developing and delivering specified training presentations and webinars to multi-agency audiences as required.
Preparing reports for the Business Manager, Learning and Development Programme Manager and BSCP Executive as and when required.
Committing to, and understanding of all BSCP's policies/procedures.
Deputising for the Learning and Development Programme Manager when required.

Key Information	
Is Safeguarding Check needed?	DBS Enhanced Children
Will this position have Line Management Responsibility?	No

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Education	AF	Have a Teaching qualification: Level 4 AET, Assessing Qualification Level 4, Coaching & Mentoring: Level 3 Minimum Level 2 qualification in Literacy.



		IQA Qualification – Level 4
Experience	AF	Demonstrate a Minimum of 2 years' experience in a Learning and Development environment.
Experience	AF/I	Experience in the development and delivery of high quality training courses and eLearning.
Experience	I	Experience of working with competing priorities within defined timescales and to tight deadlines and meeting them.
Experience	AF/I	Be Responsible for projects including creating and developing project plans. Liaising with colleagues and partner organisations, attending and presenting at meetings, coordinating and following up agreed actions.
Experience	I	Experience in undertaking effective Training Need Analyses. Developing the content, aims and learning objectives for training Modules.
Experience	I/AF	Experience of line management or supervision responsibilities. Including conducting effective 1 to 1 meetings with individual team members
Skills	I/AF/P	Demonstrate Applying Learning and Development theories (eg) Kirkpatrick levels of evaluation, Kolb learning styles and/or instructional design.
Skills	I/AF/P	Know the aspects of blended learning and eLearning and webinar design and production.
Skills	I/AF	Understand of the principles required to manipulate digital



		content using Microsoft applications. Including text, images, graphics and video editing
Skills	I/AF/P	Demonstrate a level of verbal and written communication skills. Including knowledge of MSpackage in order to create high quality content, and deliver presentations, training to a wide range of audiences.
Skills	I	provide and support complex projects and external relationships with partners and stakeholders
Skills	I/AF/P	Bring a knowledge of child protection and the role and function of the Birmingham Safeguarding Children Partnership.
Skills	AF	Demonstrate a Good understanding of equality and diversity issues. Ability and commitment to promote and develop positive initiatives in all aspects of work. An ability to fulfil spoken aspects of the role, using the English Language as required Part 7 of the Immigration Act 2016.

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**