

Job Title: **Learning & Development Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/ Executive HR Manager**

Date: **04/06/2025**

Position Overview:

The Learning & Development Manager will play a pivotal role in enhancing the skills, knowledge, and the overall performance of employees within the organization. This strategic leader will be responsible for designing, implementing, and overseeing comprehensive learning initiatives that align with the company's goals and foster a culture of continuous improvement and professional growth.

Key Responsibilities

- Assess the training and development needs of employees through surveys, interviews, and performance evaluations.
- Design and deliver engaging training programs that cater to varying learning styles and organizational objectives.
- Collaborate with department heads to identify skill gaps and develop specialized training content.
- Measure and evaluate the effectiveness of training programs using methods such as feedback surveys and performance metrics.
- Create and maintain training materials and resources that support both in-person and virtual learning environments.
- Foster a culture of continuous learning through mentorship programs, workshops, and development initiatives.
- Manage budgets for training and development, ensuring efficient allocation of resources for maximum impact.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field; Master's degree preferred.
- Proven experience (5+ years) in learning and development, preferably within the staffing and recruiting industry.
- Strong knowledge of adult learning theories and instructional design principles.
- Exceptional interpersonal and communication skills with the ability to build relationships at all levels of the organization.
- Demonstrated ability to assess training needs and evaluate program effectiveness through data analysis.
- Proficiency in learning management systems (LMS) and e-learning platforms.
- Strong project management skills with the ability to manage multiple initiatives simultaneously.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.