

Role Description

Job title: Learning & Development Specialist

Employment status: Fixed term of 6 months (part-time 2 or 3 days per week) with the potential to be permanent.

Location: Hybrid Working/Home based

Introduction

Asesoria Group is a professional services company, operating in the UK and Ireland. We help clients build sustainable businesses by providing Governance, Sustainability and Leadership Development services to listed and large private organisations across all sectors. We have five specialist Practice areas:

- Governance and Board Effectiveness;
- Sustainability and Net Zero;
- Non-Financial Reporting and Stakeholder Engagement;
- Leadership & Management Development;
- Executive Coaching and Mentoring.

We have a very flat management structure where individual senior managers have overall responsibility for delivering our client projects, supported by a range of specialist Associates.

We are now expanding our Leadership & Management Development team and are looking for an L&D Specialist to join us.

The Role

Working as part of our Leadership & Management Development team, you will support the Practice Lead to promote the practice, complete business development activities and design & deliver blended learning interventions.

We are looking for someone who has a strength in learning theories and design methodologies and an interest in experiential learning. Ideally you will have a passion for Leadership and an interest in blended learning and gamification. This is a very exciting opportunity for someone who would like to develop their interest in leadership and management development, coaching, mentoring, personal and team effectiveness and digital learning. You will assist in undertaking a range of activities in support of the successful delivery of our client projects. Duties will be varied but they are likely to include:

- Work with multiple clients to understand business requirements and reach effective solutions
- Work effectively with subject matter experts to capture their knowledge and skills
- Design a broad range of blended-learning solutions
- Occasional delivery of virtual and/or in-person workshops
- Develop and manage a library of digital learning resources
- Manage our social media communication
- Assist in the completion of business development activities including proposals and promotion collateral
- Work with colleagues to ensure existing courses are developed to incorporate new technology and ideas, and take account of trainer and participant feedback
- Occasional special projects to support the development of our business (such as researching potential new approaches, undertaking competitive comparisons, etc)
- Contribute to the preparation of thought leadership articles, blogs, podcasts etc;
- Keep up to date with developments in training, such as, digital learning techniques, participating in internal meetings and doing external research

About You

You are likely to have:

- Experience in written communication and an interest in developing narrative on a range of leadership topic areas
- An interest in the use of gamification in learning
- Experience of Blended learning design
- Knowledge of Learning theories/design methodologies
- Strong IT skills including Microsoft packages
- Social media experience
- Strong verbal communication skills to effectively work with clients and colleagues;
- Strong analytical skills in both quantitative and qualitative data;
- Good attention to detail when working with quantitative and qualitative data in order to make accurate conclusions and predictions;
- Confidence to work independently and willingness to seek support when required;
- Good time and project management skills;

Experience of the following would be desirable:

- Delivery of face to face or virtual workshops
- myQuest design experience

Training and ongoing support will be provided to ensure you can undertake the role effectively.

Benefits

The salary for the role will be between £23,000 and £27,000 (full-time equivalent) depending on qualifications and previous experience. Holiday entitlement is 4 weeks plus statutory bank holidays; pension; flexible hours and childcare vouchers (for individuals already part of a scheme) are also available.