

## Person Specification

Post Title	Learning & Development Manager	
	Essential	Desirable
Significant Experience within the Health and Social Care sector	✓	
Experienced Manager	✓	
Experience of implementing Learning and Development strategies	✓	
Experienced in carrying out Learning Needs Analysis	✓	
Experience in design and delivery of training courses	✓	
Experience in utilising Learner Management Systems/Databases		✓
Experience in research and analysing statistical information to produce plans and reports	✓	
Knowledge of funding sources for learning in social care sector & the ability to access them	✓	
Experienced in setting and managing budgets	✓	
Knowledge of regulatory requirements for social care	✓	
Experienced in the delivery or commissioning of vocational qualifications/accredited training		✓
Confident in engaging and interacting with a diverse range of people	✓	
Ability to understand complex information and present it in a straightforward way	✓	
Commitment to Avalon's Values	✓	
CIPD or equivalent qualification in Training/Learning and Development	✓	
Qualified Assessor/Verifier	✓	
Recognised Management Qualification		✓
Excellent administration skills as well as proficient in MS Office	✓	
Ability to work flexible hours which may include occasional evenings/weekends	✓	
Access to own transport that can be used for work purposes, with a full valid licence	✓	