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JOB TITLE: LEARNING & DEVELOPMENT MANAGER REPORTS TO: Head of People

Kingswood Holdings Limited (trading as Kingswood) is an AIM-listed integrated wealth management group, with more than 16,000 active clients and c. £6 billion of Assets under Management. It has a growing network of offices across the UK as well as offices in New York and Johannesburg. Clients range from private individuals to some of the UK’s largest universities. The Group’s vision is to become a leading global provider of trusted wealth planning and investment management solutions to clients, underpinned by investment in people and innovation in technology to support our advisers and clients.

As the Learning and Development Manager you will work as part of a wider people team, taking responsibility for truly embedding a learning culture within the organisation, with a focus on leading a full training needs analysis, seeking to improve knowledge, skills and behaviour that will drive the business forward. As part of the role you will need to create a culture of continuous development and deliver innovative learning and development solutions to support strategic priorities.

**RESPONSIBILITIES**

* Lead on L&D strategy development and implementation, from learning needs analysis, planning, risks and resources.
* Develop the current induction programme for all new starters to Kingswood.
* Work with Compliance to ensure all regulatory training is scheduled and completed by staff in a timely manner to satisfy CPD requirements.
* Issue log and monitor all Learning Agreements and ensure refunds are made by leavers, where appropriate, in line with the signed agreement.
* Liaise with the finance department to log expenditure regarding reimbursement of professional membership subscriptions.
* Assist in the running of the Kingswood Academy, which will be rolled out twice yearly.
* Be responsible for the company’s Apprenticeship Levy and Grant requirements.
* Work with line managers to schedule Interns’ departmental rotations.
* Develop and implement an internal mentoring programme available to all members of staff.
* Organise, develop, and prioritise learning plans that align with organisational strategic priorities.
* Design and implement key learning and development programmes at all levels across the organisation.
* Use digital tools and current digital resources such as BankHall training to create flexible and innovative learning programmes.
* Develop management training programmes for those new to management roles.
* Manage the overall performance of new and ongoing development initiatives and training programmes.
* Produce monthly and quarterly management information via a dashboard; conduct analysis and create insights to support the organisation in measuring progress and impacts of L&D activities and evolving learning needs.
* Design and administer skills gap assessments with employees to create individualised training plans needed to strengthen their existing skills or learn new ones in line with the current annual appraisal process and 6 monthly reviews.
* Develop and organise training manuals.
* Manage, monitor and evaluate the quality of existing providers to ensure objectives are being achieved.
* Liaise with external training providers to design bespoke workshops as appropriate.
* Working with line managers to address any of their staff’s training requirements as part of a Performance Improvement Plan (PIP).

**SKILLS AND EXPERIENCE**

* Degree level or postgraduate qualifications are desirable, particularly in a relevant field.
* A CIPD qualification is preferred, either Level 3 Foundation Certificate or Diploma in L&D (Level 3 QCF) or a Level 5 Intermediate Certificate or Diploma in L&D (Level 5 QCF).
* Minimum of 3 years' experience in an L&D role.
* Proven track record in designing and delivering successful training programmes.
* Experience in traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops etc.)
* Proficient in IT skills - MS Word, MS Excel, and PowerPoint
* Confidence, effective communication and excellent interpersonal skills.
* An excellent people person with the ability to coach, develop and motivate to deliver excellent results.
* Good organisational and time management skills.
* Honesty and discretion in dealing with sensitive business information.
* Self-motivated and able to work autonomously but have a good team ethic.

Interested candidates should please submit a CV to [Linda.Tottem@Kingswood-group.com](mailto:Linda.Tottem@Kingswood-group.com)