

## **Learning and Development Specialist Additional Information**

The Learning and Development Specialist is a key member of the Learning and Development Team based at Vantage Point, Cultins Road, Edinburgh EH11 4DF. The team comprises of the Head of Learning and Development, 2 x Learning and Development Specialists and a Learning and Development Administrator/Facilitator. We also work closely with Learning and Development Facilitators; staff in our venues, who have taken on additional responsibility for supporting line managers identifying and meeting L & D needs, developing L & D plans and facilitating sessions. In addition, venue based Occasional Trainers also facilitate short workshops with staff in a range of topics.

Although based at Vantage Point, the post holder will be expected to work at any of the Edinburgh Leisure venues across the city, for example, facilitating workshops or attending meetings. In particular, the post holder will be responsible as the L & D Lead offering a consultancy service to leisure centres in the North West sector, i.e. Leith Victoria, Ainslie Park, Drumbrae, Kirkliston and EICA, Ratho. In carrying out this aspect of the role, the post holder will work closely with the Head of Service and individual venue managers.

The L & D specialists take lead responsibilities for key projects on the annual L & D Work Plan; for example, this post holder could be responsible for:

- developing our e-learning platform and content, and,
- supporting the development of customer service standards in our venues.

The assessment for this post will be held on Thursday 15 February 2018. Candidates will be expected to attend an interview and facilitate a short workshop session. Further information will be provided to applicants shortlisted for assessment.

January 2018