**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. In Spring 2021, we anticipate we will move to the new Meadowbank Sports Centre. The team comprises of the Head of Learning and Development, 2 x Learning and Development Specialists and a Learning and Development Administrator/Facilitator; all full time posts. 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 the following leisure centres; the Royal Commonwealth Pool, Warrender Swim Centre, Glenogle Swim Centre, Dalry Swim Centre, Gracemount Leisure Centre and Craiglockhart Sports and Tennis Centres. 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 and facilitating our management and leadership courses including the First Time Manager Programme
* Developing and leading a new supervisor programme
* Facilitating IT training (Office 365)

The assessment for this post will be held on Tuesday 4 February 2020. Candidates will be expected to attend an assessment centre comprising of an interview, complete a case study in advance of the assessment centre and facilitate a short workshop session. Further information will be provided to applicants shortlisted for assessment.

January 2020