

Training and Development Manager - Centre for Governance and Scrutiny (CfGS)

Job Description – General objectives

The Centre for Governance and Scrutiny (CfGS), a leading social purpose consultancy and national centre of expertise, is seeking a dynamic and experienced Training and Development Manager. This role is pivotal to our mission of improving governance and scrutiny across a variety of sectors, particularly within local governments.

The Training and Development Manager will spearhead the design, development, and delivery of our comprehensive training, learning, and development offerings. They will be responsible for creating innovative and engaging training programs that cater to the diverse needs of our clients, ensuring effective knowledge transfer and skill development.

Salary: £45,000 - £55,000 depending on experience, with 30 days annual leave (plus public holidays).

Contract: Full-Time. Home Working, although there will be a requirement to travel for some meetings. We realise you may have commitments outside of work and will consider flexible working applications - please highlight what you are looking for when you make your application.

Location: We are a geographically diverse team, but are currently overrepresented in the south of England and therefore particularly welcome of applications from individuals who live near the North West or North East of England.

Main Duties and Responsibilities:

- Design and develop comprehensive training plans, programs, and materials aligned with organisational goals and client requirements.
- Implement a diverse range of training methods, including coaching, mentoring, action learning, online courses, workshops, and classroom sessions.
- Deliver high-quality training sessions, both online and in-person, ensuring effective knowledge transfer and skill development.
- Evaluate the effectiveness of training programs through feedback mechanisms and performance metrics, making necessary adjustments to improve outcomes.
- Manage the training budget, ensuring efficient resource allocation and cost-effectiveness.

- Stay updated on the latest trends, best practices, and emerging technologies in the training and development field.
- Collaborate with subject matter experts, consultants, and vendors to enhance the training offerings and ensure relevance and quality.
- Provide guidance and support to facilitate continuous learning and professional development within the organization.
- Identify and assess current and future training propositions and products that are in line with our charitable purpose.

Person specification:

- Proven experience as a Training Manager or a similar role, with a minimum of 5 years in a training and development capacity.
- Some experience of local government/or working with a political environment.
- Excellent knowledge of instructional design principles, adult learning theories, and training methodologies.
- Strong facilitation and presentation skills, with the ability to engage diverse audiences effectively.
- Proficiency in developing and delivering both online and in-person training programs.
- Excellent communication, interpersonal, and leadership skills.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Strong analytical and problem-solving skills.
- Familiarity with learning management systems (LMS) and virtual training platforms.
- Bachelor's degree in a relevant field (e.g., Education, Human Resources, Organisational Development) or equivalent experience.

Essential subject matter knowledge and understanding

- Awareness of local authority governance structures and processes
- Experience of designing development sessions and training materials for non-executives.
- Coaching and mentoring of individuals and small groups

Desirable subject matter knowledge and understanding

- Understanding of the role and value of scrutiny
- Relevant professional certifications (e.g., Certified Professional in Training Management)

