

Role Description

Job Title	Learning & Development Specialist
Line Manager	Senior Learning & Development Business Partner
Department	HR – Learning & Development
Location	Any site location
Purpose To provide learning & development expertise and services to meet the needs of the business	



Key Responsibilities\Measures of Success
Workshop and Programme delivery to achieve NPS Scores in excess of 90% Design and facilitation of a wide range of workshops and programmes Positive engagement with stakeholders
Key Deliverables



“Delivering business success through our people”

- **Design and facilitate personal development workshops – virtually and in person**
- Design & facilitate development programmes that support the development of Pilgrim's Europe Graduates and Placement students and advise on potential seen
- Facilitate the companies salaried induction
- Operate the Pilgrim's Europe Mentoring & Coaching Scheme and maintain accurate records
- Analyse functional training needs & develop plans
- Drive the online learning agenda
- Create content for online learning
- Source training providers for functional competencies
- Design and facilitate Values workshops
- Campaign for and design & facilitate learning at work week activities
- Provide mentoring
- Support sites L & D requirements by designing and facilitating solutions
- Create and maintain facilitator tool kits
- Create learning resources & tool kits
- Performing receipting duties in SAP
- Support project work and transformation activities of the team

Skills & Knowledge	Essential / Desirable
1. Ability to operate across all stages of the Training Cycle	E
2. Ability to create learning solutions that match learning needs	E
3. Excellent facilitation skills with the ability to respectfully challenge others while remaining calm	E
4. Ability to create inspiring learning content suitable for online delivery	E
5. Use of creative learning techniques	D
6. Understanding and experience of mentoring	E
7. Ability to source, select & contract with training providers	D
8. Ability to create an exceptional experience for salaried new starters	E
9. Organisation, planning and prioritisation skills	E

Sincerity

Humility

Discipline

Simplicity

Determination

Availability

Ownership

"Delivering business success through our people"

10. Demonstrate flexibility, agility & positivity in own approach to work and the work of the team Ability to work with pace and energy even in ambiguous situations	E
11. Ability to demonstrate resilience & the ability to thrive positively in times of change	E
12. Ability to problem solve and adopt a solutions focused approach & attitude	E
13. Self Awareness and the ability to adapt own behaviour	E
14. Ability to take a pragmatic and calm approach when issues arise	E
15. Ability to prioritise own work load and adapt to changing requests from the team & the business	E
16. Able to work away from home when required to fulfil the requirements of the role	E

Qualifications [Accredited]	Essential / Desirable
<ul style="list-style-type: none"> Recognised L & D Qualification 	<ul style="list-style-type: none"> D

Behaviours
<p>Our values are at the heart of our business and drive everything we do. <i>Availability</i> is key as we are receptive and open and prepared to take on new challenges. <i>Humility</i> is important to us as we listen and respect each other and value opinions of others. <i>Discipline</i> is vital to fulfil commitment internally and externally. We need to be truthful to each other and respectful of other opinions, so <i>Sincerity</i> drives us. At Pilgrim's we focus on what's practical and important so through <i>Simplicity</i>, <i>Ownership</i> and <i>Determination</i> brings success.</p>

Document Control			
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Written By	Ceri Whybrow	Date	13.05.24
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