

## EXTERNAL

**Post:** Learning and Organisation Development Advisor

**Hours of Work:** Permanent, Full-Time, All Year Round

**Salary:** Linked Grades 8-9, £29,777 - £36,648 per annum,  
(Dependent on Experience and Qualifications)

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust. I have pleasure in enclosing details.

Are you passionate about designing, delivering, and evaluating impactful learning and organisational development interventions? Do you see challenges as opportunities to be creative? Are you ready to play a key role in shaping the learning culture and supporting the growth of our colleagues at Archway Learning Trust? If so, we have a great opportunity for you to join our People team.

As a Learning and Organisation Development Advisor, you will report to the L&OD Business Partner working within the Archway People (HR) team. There will be a Trust-wide remit so travel to our academies and schools across Nottingham, Nottinghamshire, Derby and Derbyshire will be required.

This is a fabulous time to join us because you'll get to contribute to the creation of the Archway Learning Trust people strategy and be part of shaping and designing our future services, helping to ensure that every employee experiences the sort of magic that we endeavour to create for all of the children, students and learners that we serve.

In this role you'll be honing your data analysis, facilitation and coaching skills to truly understand what is needed to enable colleagues to do their best work. Your primary focus will be supporting career pathways, aligning the relevant learning and development opportunities including professional qualifications. As part of this you'll be supporting with the management and delivery of our apprentices/apprenticeships.

We want you to feel a sense of belonging with our trust from the moment you accept a role with us and especially in your first few months. You will be ensuring that the Welcome to Archway Induction is set up and delivered to support this. We will support you to gain an understanding of our structure and roles that people perform so that we can help them to learn, grow and contribute to the success of our Trust.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

## **In Return, We Can Offer:**

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am Sunday 18<sup>th</sup> August 2024**

**Interview Date: Wednesday 28<sup>th</sup> August 2024**