

STEWARTS

Job description

Job title:	Senior Learning and Development Executive
Reporting to:	Director of Learning and Development
Department:	Learning and Development
Purpose of role:	The role supports the Director of L&D to develop, implement and manage the learning and development strategy. To lead on a number of key learning and development projects, working closely with key internal and external stakeholders to ensure their timely success.
Hours:	09:30 – 17:30, Three days a week part-time. 12-month fixed term contract
Reviewed:	June 2025

Job responsibilities:

- Lead on Learning and Development projects, both legal and soft skill focused.
- Provide oversight on existing onboarding and early years programmes.
- Preparing and producing business cases for L&D business solutions, including for technical specifications and product selections when necessary and working with the projects team to ensure successful implementation.
- Prepare and maintain the L&D budget.
- Demonstrate return on investment of Learning and Development by putting in place innovative and bespoke measurements processes, gathering feedback, analysing learning outcomes and feeding into subsequent data into future projects.
- Meet with stakeholders across the business to assess training and development needs. Work closely with the other Business Services teams and KDLs to provide the tailored L&D support, projects and initiatives.
- Assist the Director of Learning and Development to create and deliver to the firm a full training curriculum, utilising appropriate methods of training delivery.
- Use the firm's intranet to offer out and manage the provision and uptake of training programmes to different user groups and monitoring and reporting on learning activity.
- Produce digital content, edit videos, and write content for training courses and the intranet.
- Collaborate with internal and external stakeholders to facilitate new learning techniques, upgrades and enhancements to our training provision.
- Help to ensure that the firm meets its risk and compliance obligations through the delivery of appropriate training.

Job skills:

- Strong project management skills.
- Output orientated and business focused.
- Strong IT skills and a high standard of technical ability including digital content, video production/editing elearning and live online learning (Teams).
- Able to understand, design and deliver appropriate learning options, including on-line self-service sessions, webinars, workshops, lectures, interactive group activities etc.
- Good understanding of different personal learning styles and preferences and ability to tailor training to accommodate these as far as possible.
- Organised, enthusiastic and engaging.
- Excellent communication & relationship building skills. Skilled in speaking to members of staff across the business and external parties.