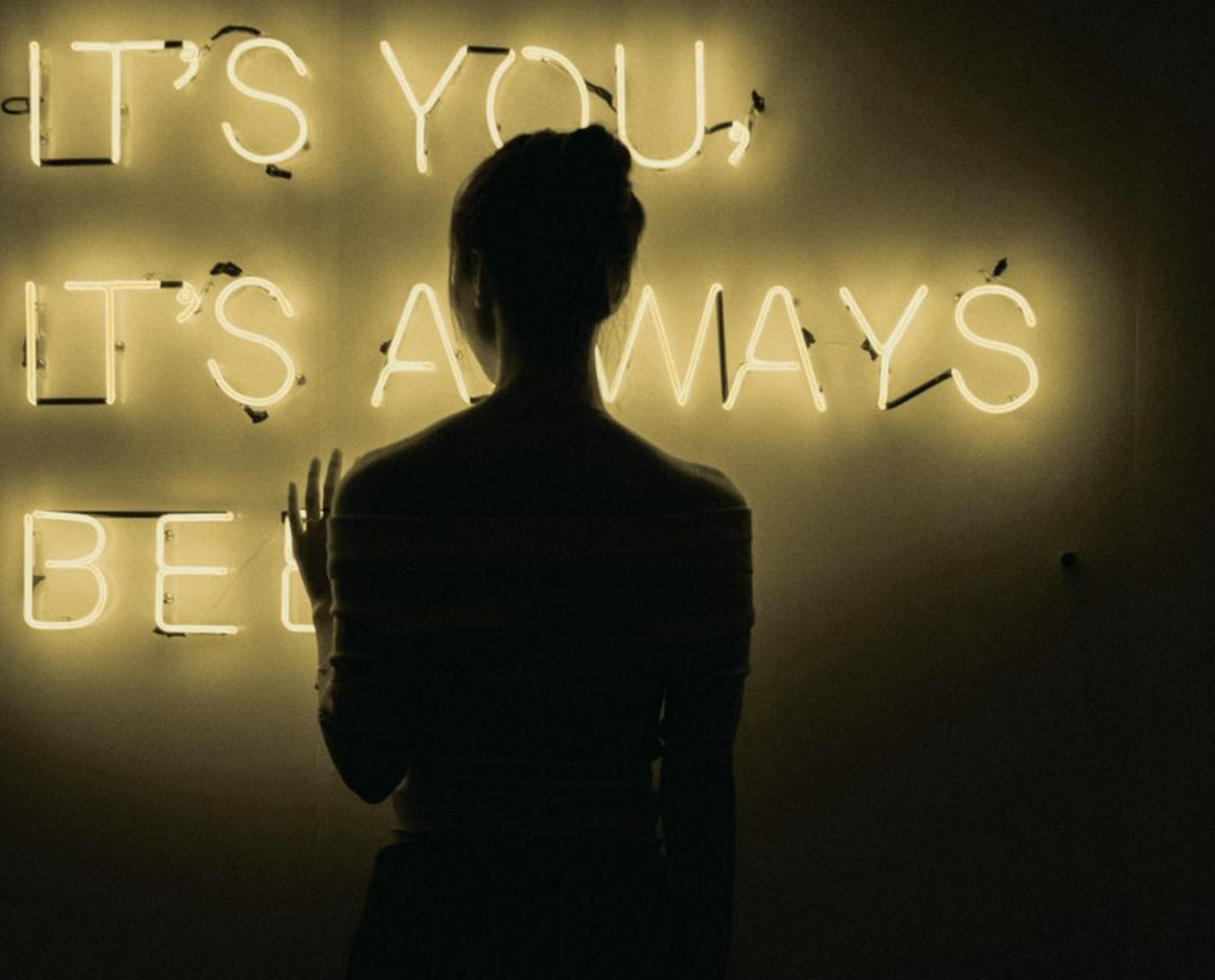




WE'RE LOOKING FOR A

LEARNING & DEVELOPMENT SPECIALIST

LOCATION: National Field Based

SALARY: Up to £40,000

WORKING HOURS: 37.5 hours per week, Monday to Friday (12-months Fixed Term Contract)

OTHER BENEFITS: 10% Performance Bonus, Company Car/Car Allowance, Life Assurance, Discount portal, Aviva Pension, Company Sick Pay, ETHIC Values - Employee of the month

WE'RE LOOKING FOR A CREATIVE LEARNING & DEVELOPMENT PROFESSIONAL

As our Learning & Development Specialist, you'll play a pivotal role in shaping the learning experience across HP B2B Channel by designing, delivering and continuously improving engaging development programmes that help salespeople perform at their very best.

Working closely with the Central People Development Team and HP stakeholders, you'll support the creation of innovative learning solutions that develop capability across every level of the HP Reseller Channel—from new starters and frontline teams to sales specialists working across specific verticals.

This is a varied role that combines instructional design, facilitation, digital learning, stakeholder management and programme coordination. You'll bring creativity, commercial awareness and a passion for developing people, ensuring learning solutions are engaging, measurable and aligned to business objectives.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

LEARNING DESIGN & DEVELOPMENT

- Design, develop and continuously improve engaging learning solutions that support client objectives.
- Manage the full learning lifecycle from training needs analysis through to design, delivery and evaluation.
- Create blended learning programmes incorporating classroom, virtual and digital.
- Produce engaging facilitator guides, learner resources, workbooks and supporting documentation.
- Work with subject matter experts to ensure learning content remains relevant, accurate and commercially focused.
- Continuously review learning content to ensure it reflects business priorities, legislation and industry best practice.

TRAINING DELIVERY & FACILITATION

- Deliver in office high-quality face-to-face and virtual learning interventions across the UK.
- Deliver behavioural and skills-based development programmes.
- Build learner engagement through interactive, inclusive and innovative facilitation techniques.
- Adapt delivery style to suit different audiences, learning styles and HP business requirements.

DIGITAL LEARNING & LMS MANAGEMENT

- Design engaging modules and blended learning programmes using modern digital learning tools.
- Maintain and continuously improve the content and courses ensuring content remains accurate and accessible.
- Manage learner records, course completions and compliance reporting.
- Maximise digital learning technologies to improve learner experience and increase engagement.
- Identify opportunities to introduce new learning technologies and innovative approaches.

STAKEHOLDER PARTNERSHIP

- Build strong relationships with People Development team, Client Team, HP Clients, IT Reseller community and subject matter experts to understand capability needs.
- Provide expert learning advice and recommendations to support business objectives.
- Collaborate with stakeholders to develop tailored learning interventions.

PROGRAMME MANAGEMENT & CONTINUOUS IMPROVEMENT

- Coordinate learning programmes from planning through to successful delivery.
- Evaluate learning effectiveness using feedback, assessment data and business performance measures.
- Monitor learning participation, completion and engagement, providing regular reporting and recommendations.
- Continuously review and improve learning programmes to maximise organisational impact and return on investment.

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- Willing to embrace, live and embed our ETHIC Values: **Excellence, Together, Heart, Integrity & Curious**
- Previous experience within a Learning & Development, Training or People Development role.
- Experience within the B2B IT Channel advantageous but not necessary.
- Experience designing and delivering engaging learning programmes.
- Strong facilitation and presentation skills across both virtual and classroom environments.
- Experience creating digital learning content and blended learning solutions.
- Understanding of adult learning principles, learning styles and instructional design methodologies.
- Excellent communication, coaching and influencing skills.
- Strong stakeholder management and relationship-building capability.
- Excellent organisational skills with the ability to manage multiple projects simultaneously.
- Experience evaluating learning effectiveness and driving continuous improvement.
- Strong Microsoft Office skills, particularly PowerPoint, Teams and Excel.
- Experience managing or administering a Learning Management System (LMS).
- CIPD Level 3 or Level 5 qualification (or working towards).
- Experience using eLearning authoring tools (e.g. Articulate Rise, Storyline, Canva or similar).
- Experience within retail, field marketing, agency or customer service environments.
- Knowledge of coaching and mentoring frameworks.
- Project management experience within Learning & Development initiatives.
- Experience supporting leadership and management development programmes.

OUR ETHIC VALUES ARE AT THE CORE OF EVERYTHING WE DO, THE WAY WE THINK. THE APPROACH

**EXCELLENCE
TOGETHER
HEART
INTEGRITY
CURIOUS**

