

Job Description

Job Title: People Development Partner

Reports to: People Transformation Director

Location: Dunfermline HQ (Hybrid)

Hours: 35 hours, Monday to Friday

Overall Purpose of the Role:

The People Development Partner supports the design, delivery and evaluation of learning initiatives that build organisational capability. The role acts as a partner to managers and colleagues, and delivers key development projects within the People & Culture strategy which supports a culture of continuous development. This role will be responsible for the end to end learning and development cycle, and will be the lead for management development and talent career pathways.

Key Responsibilities:***Management & Talent Development***

- Develop management capabilities and career pathways to equip people managers with the necessary skills to successfully lead through their teams.
- Lead the rollout of the SOAR manager development programme and ensure ongoing accreditation by IOL.
- Support the embedding of a performance and feedback culture, providing people managers with the tools and skills to manage effectively.
- Design effective frameworks and learning pathways to develop current and future talent.

Design and Development

- Develop engaging learning content including workshops, e-learning, and blended learning pathways.
- Collaborate with subject matter experts to translate technical knowledge into practical learning solutions.
- Support change initiatives by designing learning that enables adoption of new systems, processes, or behaviours.
- Ensure learning materials reflect best practice in adult learning and are accessible, inclusive and aligned with Society values and ways of working.

Delivery and Facilitation

- Facilitate in-person and virtual training sessions, workshops, and development programmes.
- Lead the rollout of manager development and talent initiatives.

Learning Needs Analysis

- Lead the annual training needs analysis to identify skills gaps and development priorities.
- Lead the build and delivery of the annual training plan.
- Regularly collaborate with stakeholders and subject matter experts to understand current and future learning requirements.

Learning Management System

- Oversee day to day management of the Learning Management system, ensuring it is accurate and functioning effectively.
- Monitor LMS performance and user feedback to identify opportunities to enhance learner experience
- Build and manage learning pathways and other training programmes

Evaluation and Reporting

- Evaluate the return on investment of training undertaken and use learner feedback to continuously refine and improve.

Line Management

- Provide effective line management by leading, coaching, and People Development Advisor to ensure high performance, clear communication, and a positive working culture.

Stakeholder Engagement

- Build strong relationships with managers and colleagues, and external training providers.
- Manage the Learning Management System and other learning technologies.
- Partner with wider People & Culture colleagues to ensure learning solutions align with wider people priorities.

Person Specification:

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • CIPD qualification or equivalent experience in Learning and Development or Organisational Development 	<ul style="list-style-type: none"> • Insights Discovery Accreditation
Experience & job knowledge	<ul style="list-style-type: none"> • Experience of designing and delivering manager development training • Experience of managing the end to end learning cycle • Experience of authoring engaging technical, behavioural and leadership e-learning content using Articulate 360 or similar authoring tools. • Knowledge of Adult Learning theory and Instructional Design • Experience of managing LMS platforms 	<ul style="list-style-type: none"> • Previous Line Management Experience • Previous Project Management Experience • Previous experience of using Canva
Skills & Abilities	<ul style="list-style-type: none"> • Coaching and supporting others in a team environment • Customer focused approach • Creative approach to problem solving • IT proficiency with MS Office, LMS Platforms and virtual delivery tools • Confident facilitation and presentation skills 	
Personal attributes	<ul style="list-style-type: none"> • Learner-centred mindset • Good Interpersonal skills • Ability to prioritise workloads • Ability to adapt to change 	
Additional relevant criteria	<ul style="list-style-type: none"> • Full UK manual driving licence and ability to 	

	travel to office and multi sites as required.	
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