

Role Title: Learning and Development Advisor
Salary: PO1
Location: Sir Henry Mitchell House
Report to: Learning and Development Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

We are looking for a proactive and creative Learning & Development Officer to join our People and Transformation team, with a specific focus on early careers and management development.

You will play a key role in designing, delivering, and evaluating learning interventions that support the Trust's strategic workforce aims, including growing our talent pipeline, building leadership capability, and ensuring the workforce has the skills needed now and for the future. A core part of your role will be to lead our early careers programmes, including apprenticeships, work placements, and graduate schemes, while also supporting the delivery of high-quality management and leadership training.

This is an exciting opportunity to shape the learning offer across the Trust and to contribute directly to developing a skilled, inclusive and engaged workforce.



Main Duties and Responsibilities

Early Careers Development

- Design and deliver the Trust's early careers strategy, including apprenticeships, internships, work experience and graduate programmes.
- Act as the Trust's apprenticeship lead, supporting services to identify opportunities, navigate levy funding, and manage provider relationships.
- Provide guidance to managers and early career staff to ensure high-quality placements and positive outcomes.
- Work with external providers and partners to develop pathways into the Trust for underrepresented groups.

Management & Leadership Development

- Support the delivery and continuous improvement of the Trust's management and leadership development offer.
- Design and facilitate learning sessions for new and existing managers, using a blended learning approach.
- Develop and curate resources to build leadership capability in areas such as performance management, inclusive leadership, coaching, and change management.

Training Needs Analysis & Learning Planning

- Support the implementation of training needs analysis (TNA) across the organisation, working with departments to identify skill gaps and development priorities.
- Use TNA findings to inform learning plans, procurement of training solutions, and internal programme design.
- Monitor and evaluate learning activity, capturing feedback and tracking progress against agreed outcomes.

Learning Delivery & Continuous Improvement

- Deliver engaging, inclusive, and high-impact learning sessions both face-to-face and online.
- Work collaboratively with internal subject matter experts and external training providers.
- Contribute to the development of digital learning content and support the use of the Learning Management System (LMS).
- Keep up to date with L&D best practice and public sector trends to inform innovation in learning approaches.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Essential Knowledge, Skills & Experience

- Experience in a learning and development role, including facilitation and programme delivery.
- Strong knowledge of early careers and apprenticeship frameworks, including funding, provider management, and support models.
- Experience designing and delivering management or leadership development programmes.
- Ability to lead and conduct training needs analysis and convert findings into practical solutions.
- Excellent communication and facilitation skills, able to engage diverse audiences.
- Strong organisational and project management skills, with attention to detail and an outcomes-focused approach.

Desirable

- Experience working in or with local authorities or the wider public sector.
- Relevant L&D or HR qualification (e.g. CIPD Level 5 or above, or equivalent experience).
- Understanding of e-learning development tools or digital learning platforms (e.g. Articulate, Totara, Moodle).



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

We are an equal opportunities employer.

