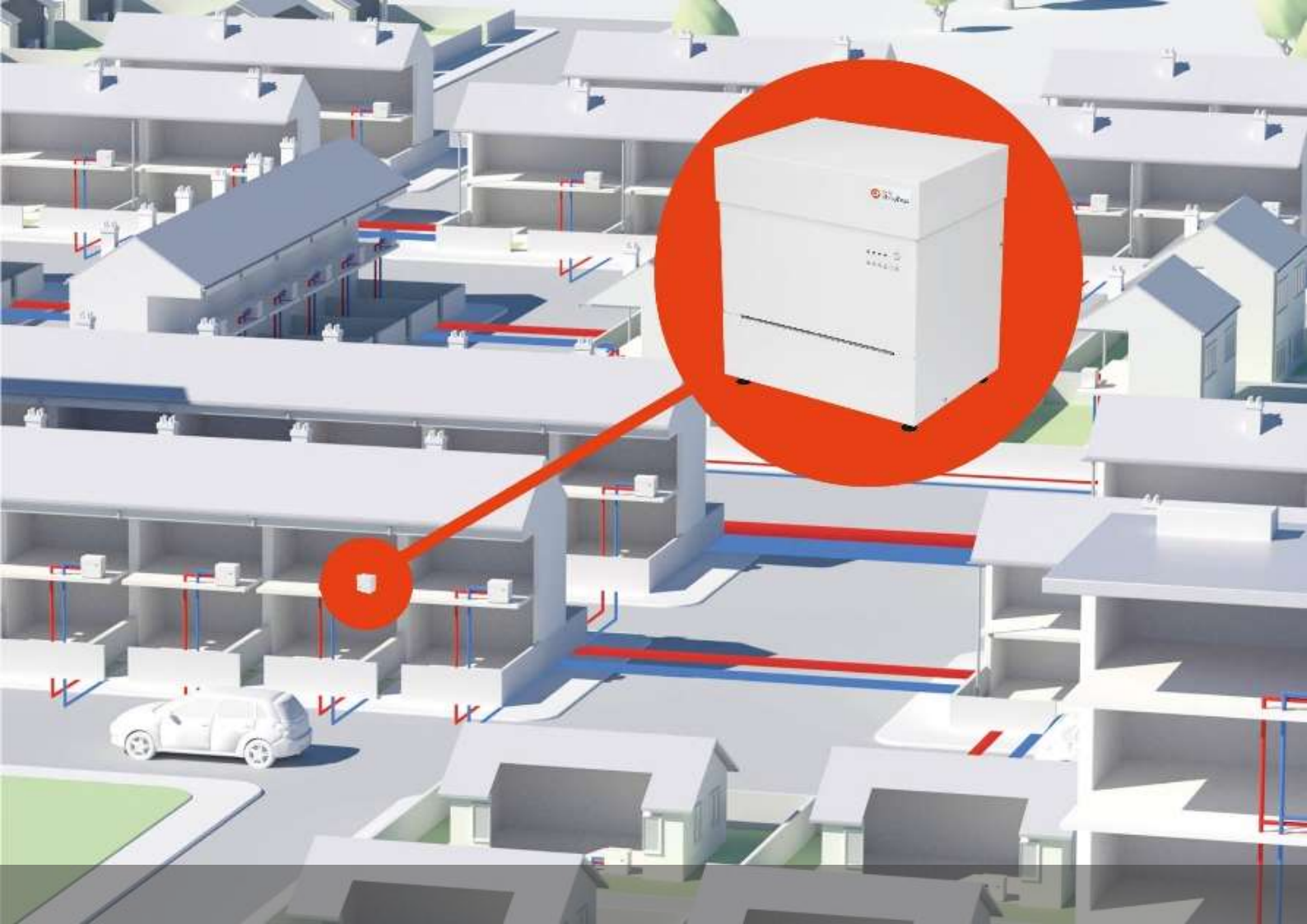


Training and Development Manager



GENERAL SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britain's heat their homes, delivering a 21st century alternative to the gas grid. With over two decades of proven expertise in low carbon technology, we want to connect people in homes and businesses across the UK to cleaner, greener, and cheaper heat. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028, and be net zero by 2050.

ROLE OVERVIEW

Reporting into the Director of People and Culture, you will develop, manage and implement training, learning and development within the company, as well as conducting all office Health and Safety training across all the Kensa companies, which includes manufacturing, contracting and utility businesses.

You will devise a training strategy for the company which will include assessing the existing skills and knowledge within the company and determining what training is needed now and, in the future, to grow and retain these skills alongside increasing headcount.

Your success will help nurture, support and educate a workforce to help thousands of people to reduce their energy costs and the UK to achieve its net zero carbon targets – while simultaneously resulting in a rewarding and inspiring career.

Kensa strives to hire the best people to deliver its range of products and services, we firmly believe our people are why we have succeeded with our technology where many have not, with that in mind it is important that your efforts ensure Kensa is perceived as an employer of choice.



ROLE BENEFITS

To facilitate your success as Learning and Development Manager, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenge and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to supporting the people within our organisation.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential – we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

Competitive salary: £35,000 per annum. Dependent on qualifications and experience.

Pension: Automatic enrolment into Kensa's company pension scheme.

Holiday: 25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years' service.

Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office based.

Office culture: We ensure you are well-stocked and have all the technology and equipment you need to perform at your best.

Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.

Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study, and software support, all bespoke to you.

Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.

Health: Private Health Insurance available after one year of service.

Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.



ROLE REQUIREMENTS

The Learning and Development Manager will build and deliver bespoke training and development programmes for operational and office-based roles, supported by a competency framework aligned to the company strategy. Working closely with managers from across the business, you will lead on employee development you will also play an important role in supporting talent attraction. As an effective Learning and Development Manager you will be able to juggle multiple requests whilst being able to plan and be proactive. It is extremely important that you are a collaborative team member who believes in our mission.

EXPERIENCE

At least 2 years in a Learning and Development role with comparable goals and responsibilities is desirable.

EDUCATION

CIPD Level 5 Associate Diploma in Learning and Development desirable.

CHARACTERISTICS

A people person who takes pride and pleasure in developing talent and creating engaging workplace cultures and environments for staff at all levels and from varied backgrounds.

Trustworthy in managing sensitive situations and information; you are discrete, professional and possess excellent judgment. You must have the personal impact, gravitas and outstanding communication skills to influence and motivate key stakeholders at all levels.

ESSENTIAL SKILLS

- Passionate about learning and building capability at all levels of a business, ensuring people have the skills, capability and confidence to deliver at their best.
- Have excellent communication skills, both written and verbal.
- Be a strategic thinker, you will need to analysis training objectives to formulate effective strategies.
- You will have great technology skills as you will need to rely on technical equipment to create training programs.
- Leaderships skills: you will be responsible for managing trainees and overseeing the execution of training programmes while measuring their impact on employee performance.
- Great organisation skills will enable you to focus on different tasks simultaneously and manage time properly to meet a company's training needs.

ROLE RESPONSIBILITIES

Kensa is growing, fast. The role will help support the growth that is pivotal to our strategy by ensuring we hire, train and retain the best employees. Your mission is helping managers train and retain employees throughout the business for us to be able to reach our ambitious goals as a company.

- Identify training needs within the company through job analysis, appraisal schemes, and regular consultation with Business Managers and Human Resources.
- Design and develop training and development programmes based on the needs of the organisation, and the individual.
- Train and coach managers, supervisors and others involved in employee development.
- Conduct and maintain all inhouse H&S training across the business.
- Support audits by providing evidence of training and training processes.
- Assist in updating all training matrix of mandatory training for all staff within Kensa.
- Build and produce training programmes from scratch (from the initial idea through planning, implementation, review and analysis), that are satisfactory to all relevant parties in the company, such as line managers, senior managers and at Board level.
- Consider the cost of planned programmes and keep within budgets.
- Plan and assess the 'return of investment' of any training or development programme.
- Assist in developing effective induction programmes for new staff.
- Monitor and review the progress of new staff through questionnaires and discussions with managers.
- Devise individual learning, development and performance plans and assist with conducting appraisals.
- Produce training materials for in-house courses.
- Create and/or deliver a range of training using classroom, online and blended learning.

WORKBASE

This role will be based at the Kensa offices either in Truro or Exeter with hybrid homeworking. This is a full-time position.

REPORTING STRUCTURE

- Reporting to the Director of People and Culture.

This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.

APPLY ONLINE HERE:

[Thekensagroup.com/kensa-job-vacancies](https://thekensagroup.com/kensa-job-vacancies)

OR SEND A CV AND A COVERING LETTER TO:

jobs@thekensagroup.com