



Job Description

Job title:	Learning and Development Manager
Reports to:	Foundation and Learning Director
Contract:	Permanent
Salary:	Up to £42 K depending on experience
Benefits include:	Are benefits are so extensive so please see our website and careers page for full details of the exciting benefits at D&AD
Location:	Shoreditch, East London (from time to time travel will be required)

About D&AD

D&AD is an organisation that is all about the pursuit of creative excellence within advertising and design - inspiring it, celebrating it and enabling it. A fundamental way of us achieving this is through our education and learning offer.

Purpose of job:

As a key part of D&AD's Foundation and learning team you will be developing and overseeing the delivery of a world class learning programme, enabling D&AD to become the place that equips creative people at all stages of their career with the skills required to succeed.

Responsibilities

- Refresh our existing learning products to ensure that they are relevant, robust and of the best quality
- Create new world class courses required by the creative community
- Ensure that our learning products keep pace with the changing industry environment
- Develop new methods of delivery; specifically by increasing D&AD's ability to deliver learning content on-line/digitally
- Build D&AD's ability to deliver programmes globally
- Recruit new trainers and build rapport with our course leaders
- Develop learning solutions for customers who require a bespoke learning solution
- Ensure quality standards are maintained
- Develop and maintain knowledge of in-market activity i.e. potential competitors, trends and best market practice
- Facilitate and take part in topical debate which will drive interest in our learning offer
- Work with our Marketing and Partnership team to achieve financial targets
- Be an outward face of D&AD

Experience and Skills:

- Proven experience in the design and delivery of learning programmes and products, preferably within creative organisations
- Knowledge of delivering on-line learning
- Understanding of curriculum design
- Ability to work effectively with all levels of an organisation
- Outstanding communication skills, both written and verbal
- Proven organisational skills, able to set and meet targets with quality results
- Experience of working in a client-facing role
- An entrepreneurial and assertive mindset
- Belief in the power of creativity and the value of life long learning to affect positive change
- Team player
- Commercially focused

We are excited to meet you!

Please note due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.