Downloaded from <https://www.velvetjobs.com/job-descriptions/learning-delivery>

# Example of Learning Delivery Job Description

Our company is hiring for a learning delivery. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning delivery

* Develop innovative ways to manage and more efficiently manage budget and budget process
* Develop and maintain training processes for up to 1000 staff, including managers, team leaders, front office (including call centre), back office and mobile & regional teams
* Manage a team of L&D Trainers across multiple sites
* Ensure all staff undertake initial induction and mandatory training, on joining the PCSE team and throughout their careers
* Provide developmental training across a broad field, including technology and processes, operational management and ‘soft skills’
* Plan and deliver training in face to face and web based environments
* Ensure mandatory training is undertaken by all staff in a timely manner
* Contribute to the development of a performance oriented and commercial workforce
* Develop in house trainers through ‘train the trainer’
* You will be supported by and expected to manage 6 full time trainers, working alongside the L&D Design manager to ensure the needs of the business are fully aligned and delivered

## Qualifications for learning delivery

* A Bachelor’s degree in education, instructional design, human resources, business administration or liberal arts or equivalent competence obtained through experience, coursework or training
* Associate's Certificate in project management preferred
* Proven record of successful project management
* Must be a self-starter, possess excellent organization skills
* An assertive, yet collaborative and team-oriented style
* Creativity and innovation enabling him/her to challenge current practices and ways of thinking about global learning program implementation and management