

Job Description



Job Title:	Learning & Development Business Partner (Maternity Cover)
Assigned To:	Vacancy
Department:	People and Culture
Line Manager:	People and Culture Business Partner – Haley Wynne
Core Hours Required:	Monday to Friday, 9:30am to 6pm
Probationary Period:	3 months
Salary Band:	From £40,000pa
Proposed Start Date:	October 2025
Last Updated:	August 2025

What makes Neg Earth different and what we can offer you

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team wear our reputation for innovation, quality, and reliability as a badge of honour. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

For us, your training and development takes centre stage, from your first day to your last we will encourage and support you throughout your career development. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable our managers to help you succeed and our competencies guide your development and realise your full potential. We create an inspirational environment rewarding employees for their hard work.

With us, everything is possible, and we strive to ensure every member of our team can take pride in their delivery of projects and promoting creative solutions.

About You & the Role:

This role is pivotal in driving our learning strategy through the day-to-day management and administration of our Learning Management System, managing our early careers development and next generation initiatives. Experience counts, as does your ability to quickly form relationships and gain the trust of others at all levels of the business, formal qualifications are also desirable.

Your Duties:

You'll play an essential part in your team and company success by efficiently and effectively carrying out duties, including:

Learning and Development

- Dedicating time to build collaborative and effective relationships with our line managers in order to build a deeper understanding of the needs of the business and our individual teams.

- Our LMS system is in its infancy so the ability to support continued engagement and work with stakeholders to optimise the use in support of staff competencies is key. You will have responsibility for both the day-to-day administration, reporting and using support. Initial learning paths have been curated to match our competencies, however the process of allocation and a mix of 'push and pull' is a key part of this role. Our aim is that this is at the centre of our learning culture.
- Provision of support to line managers and individual learners in their personal development plans.
- Partner with stakeholders to identify learning needs and recommend solutions.
- Liaising with 3rd party providers where appropriate.
- Plan and organize the logistics of all in house and occasionally external training.
- Provision and preparation of regular reports to senior managers of agreed L&D metrics.

Early Careers

- Neg Earth Lights provides early career opportunities via paid-for placement schemes lasting from 3 months to 12 months. In addition, Neg Earth Lights also offers work experience to those eligible. This part of the role includes the recruitment, selection, and management of these placements inclusive of contract and new hire administration.
- Playing a key role in reviewing CV's and applications, making recommendations to department managers and assisting in finding the best fit in the Company for placements to thrive.
- Continue the development of relationships with our established partners and collaborating with Managers to develop a robust scheme.
- Assistance with the organisation of events with partners, participation in these events individually when required and playing a key role in getting volunteers from the wider business to contribute and attend.

People and Culture Team

- Support onboarding and induction processes for new starters, assisting managers with induction plans for new starters and continuously reviewing the process, making improvement as required.
- Provide support for the team as and when required.
- Be an active contributor to the continued development of the People and Culture team supporting other team members as and when required.

Standard Companywide Responsibilities:

- Any other duties as required / authorised by your Line Manager or Leadership.
- Comply with all Health and Safety requirements.
- Comply with all Policies and Procedures.
- Ensuring that work areas are kept in a clean and tidy manner at all times.

Your Skills, Qualifications and Experience

Essential

- Proven experience in an L&D Business Partner or similar role
- Strong working knowledge of LMS platforms (e.g., Cornerstone, SuccessFactors, etc.)
- Experience delivering early careers programmes
- Experience in induction and onboarding of new starters
- Excellent stakeholder management
- Excellent communication skills
- Great attention to detail
- Ability to analyse data and translate insights into action
- Comfortable working in a fast-paced, dynamic environment
- Sufficient experience in Microsoft office
- Experience in creating and maintaining trackers in excel

Desirable

- CIPD qualification or equivalent
- Experience in business partnering
- Demonstrate knowledge and experience of managing an LMS

- Familiarity with apprenticeship frameworks or graduate/placement recruitment
- Experience of collaborating with stakeholders at all levels of the organisation