



Empowering leaders to deliver excellence in people, performance, profits and parity



## Associates - Person Specification & Role Description

### Introduction

Lightbulb Leadership Solutions (Lightbulb) develops leaders of today around the world, to become the best and brightest visionary, strategic and influential leaders of tomorrow. We 'switch on solutions' for leaders in organisations to enable them to solve the toughest business challenges, execute complex change and deliver outstanding outcomes in people, profits, performance and parity. Lightbulb is seeking Associates to become part of its global design & delivery team.

### Role Purpose

To participate in developing and delivering Lightbulb's solutions, combining own strengths, sector specific expertise and professional experience with Lightbulb's collective intellectual property, and to contribute to our growth, becoming a valuable Associate and potential employee.

### Main Responsibilities

To design, enhance, develop and/or deliver leadership masterclasses, programmes, modules spotlight sessions and coaching for all levels of leaders including: Executive directors, Heads of Departments, Business Unit Leaders, aspiring and transitioning managers entering new or first-time leadership roles.

To deliver Lightbulb's solutions consistently whilst utilising personal strengths and where appropriate specific sector experience and expertise.

To provide continuous feedback and input to Lightbulb's Senior Team to enable continuous improvement of offerings and contribute to future business development opportunities, including sourcing testimonials, recommendations and referrals.

To represent Lightbulb in the same world class professional manner as our direct employees and work under the Lightbulb brand not a personal one.

## **Person Specification**

- ✓ Extensive experience of designing, developing and/or delivering leadership learning & development training or coaching sessions;
- ✓ Knowledge of coaching frameworks and methodologies;
- ✓ Understanding and interest in the latest trends and contemporary research, ideas, articles and blogs in organisational learning and personal development for leadership;
- ✓ Ability to combine theoretical and/or academic leadership with practical experience and communicate effectively with passion and conviction;
- ✓ Significant practical leadership/management experience at senior levels within medium or large size enterprises;
- ✓ Ability to evidence the outcomes of professional interventions, coupled with commercials and measurable deliverables and ROI.

## **Personal Qualities**

- A superb communicator, able to influence and engage through both the written (for design) and spoken word (for delivery)
- Creative, flexible, pragmatic, resilient and able to work under own initiative;
- Excellent EQ and interpersonal skills with a wide range of levels within enterprises;
- Energy, drive and sustained good humour;
- Highly organised with meticulous attention to detail and a “get it right first time” approach combined with a continuous personal development philosophy.

## **Sector Experience & Expertise**

- Banking & Finance
- Media
- Recruitment
- Hospitality
- Professional Services

## Lightbulb Values

- We act with integrity;
- We are trusted partners;
- We do things right first time;
- We are highly responsive;
- We are adaptable;
- We are results orientated;
- We exceed expectations;
- We build outstanding relationships;
- We commit to outcomes with drive, zeal and collective action;
- We work tirelessly to secure access and inclusion with commitment and passion to diversity;
- We are evident champions of change, subject matter experts who leave positive impact and lasting legacies.

## Associate Recruitment Process

- Either fill in the application form found on the [Vacancies](#) page or email [info@lightbulbleaders.com](mailto:info@lightbulbleaders.com) with:
  - Your details and contact information (Name, Email and Address);
  - CV and Cover Letter;
  - If applying for the training design consultancy role, please include examples of your design work;
  - If applying for training or masterclass delivery roles, please upload a short video showing you presenting;
- An interview meeting with candidates who match key selection criteria.
- Associate “drop in” day for final selection and offer of Associate position.