

JOB OPENING

Learning & Development Manager

Human Resources · Reports to Director of Human Resources

LEVEL

Management

FUNCTION

Human Resources

TYPE

Full-Time

EXPERIENCE

3–4 Years

ABOUT THE ROLE

We are seeking a passionate and inspiring Learning & Development Manager to nurture talent and elevate the guest experience through meaningful training. Reporting to the Director of Human Resources, you will lead onboarding, brand training, and leadership development programmes — fostering a culture of continuous learning that aligns with the Halcyon's service standards and business goals.

KEY RESPONSIBILITIES

- Design, deliver and continuously improve all property training programmes
- Lead onboarding, brand orientation, and service-excellence induction
- Promote and communicate training programmes across all departments
- Manage and administer the digital learning platform (assignments & reporting)
- Identify performance gaps and recommend targeted training solutions
- Work with department leaders to evaluate team skills and address development needs
- Review guest satisfaction scores and feedback to inform training priorities
- Track attendance and evaluate programme effectiveness regularly
- Support and develop the Learning Coordinator and other training staff
- Align all training programmes with company guidelines, service standards, and business goals

WHAT WE'RE LOOKING FOR

- Bachelor's degree in Hospitality Management, HR, Business Administration, or related field
- Minimum 3–4 years' experience in L&D, Training, or HR within a luxury hotel or resort
- Certified trainer or relevant L&D qualification preferred
- Strong knowledge of hospitality service standards and adult learning principles
- Experience managing digital learning platforms and employee engagement initiatives
- Excellent facilitation, presentation, and communication skills
- Strong organisational skills with ability to plan, deliver, and evaluate programmes
- Ability to inspire and motivate teams across all levels
- Collaborative and people-first approach to leadership
- Comfortable working with HR and executive stakeholders

If you are passionate about creating extraordinary moments for guests, we would love to hear from you. Please send your CV and a brief cover letter to careers@thehalcyonmaldives.com

E: careers@thehalcyonmaldives.com | W: www.halcyonmaldives.com

The Halcyon Private Isles Maldives, Autograph Collection

Gaafu Alifu Atoll | Republic of Maldives

