Learning and Development Coordinator

## Job details

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| Job title: |  Learning and Development Coordinator |
| Department: |  Central Service – Clinical Governance |
| Location: | Home based  |
| Reporting to: | Learning and Development Manager |
| Direct reports:  | n/a  |
| Accountable to:  | n/a |
| Responsible to: | n/a |
| Job purpose: | The Learning & Development (L&D) Coordinator will help to create and build a collaborative learning culture in Vita. The L&D Coordinator will be responsible for the administration, management, and evaluation of all internal in-house training. |
| Role and Responsibilities: | * Support the Head of L&D and L&D Manager with the delivery of L&D solutions
* Support the L&D Manager with the delivery of training such as leadership programmes and new manager programmes
* Coordinate the process of organising training courses, including booking delegates, trainers, arranging logistics, booking rooms, managing pre-course requirements, and ensuring trainers have all necessary resources.
* Undertake evaluation of all L&D interventions following training events reporting against agreed KPI’s.
* Create and monitor attendance lists, and run training attendance reports
* Provide support in the learning cycle, from needs analysis to evaluation.
* Maintain and update the learning and development intranet page on Sharepoint
* Produce training reports for line managers as and when requested
* Support L&D team with Inductions for new joiners and delivery inductions when needed.
* Collaborate with other senior managers, team leaders and subject matter experts where required to support the wider learning and development activities.
* Liaise with the Learning Management System (LMS) Administrator to ensure all training is uploaded onto our Learning Management System.
* Co-ordinate and manage the administration of our Insights programme.
* General L&D Admin support such as assisting with scheduling training in team calendars.
* Support with the administration of apprenticeships

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders. * + Be aware of the impact of your behaviour on others
* Ensure that others are treated with fairness, dignity and respect
* Maintain and develop your knowledge about what EDI is and why it is important
* Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice
* Be prepared to speak up for others if you witness bias, discrimination or prejudice
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| Clinical Governance:(where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | Some travel including occasional overnight stays may be required. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * CIPD (or equivalent) qualification
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| **Experience** | * Proven experience in L&D, HR or Administrative role
* Proven experience in coordinating events with multiple stakeholders
 | * + Some experience in coordinating training courses
	+ Some L&D experience in L&D cycle, i.e. learning needs analysis, delivering learning interventions and evaluation
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| **Skills/knowledge** | * Proactive with excellent organisational skills
* Strong working knowledge of maintaining spreadsheet and databases, running reports from them and troubleshooting problems
* Be able to use MS Office applications effectively specifically Word, Outlook and Excel (intermediate level)
* Effective communication both verbally and written to clients and business customers
* Exceptional interpersonal skills demonstrated through behaviours
* Ability to multitask and prioritise workload effectively whole considering future organisational requirements
* Ability to grasp new technology quickly. Our LMS is technically complex so potential employees must be technically adept.
* High levels of attention to detail.
* Ability to adapt to change with a high level of resilience
 | * Speaks another language
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| **Personal competencies and qualities** | * Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work individually or within a team and foster good working relationships
* Ability to work under pressure
* Excellent time management skills
* Highly organised
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