

L&D Co-ordinator

Grade

G

Contract Type

Homeworker 1

Head of HR & Learning and Development



Senior L&D Business Partner



L&D Co-ordinator



No Direct Reports

Department

People Plus



Learning & Development

Role Overview

Support and co-ordinate a range of L&D activities across the business, contributing to learning content and delivery, collating and analysing data related to training activity.

RESPONSIBILITIES

- To provide administrative support in respect of a range of internal L&D activities.
- To support the maintenance and usage of the Learning Management System (LMS), and the creation of monthly management information reports for presentation to the business.
- Contribute to the design and delivery of a range of learning interventions.
- Co-ordinate and contribute to the design and delivery of the Corporate Induction.
- Contribute to the implementation and delivery of the People Strategy, undertaking project work as required.
- Support the Group's Apprenticeship strategy and the collation of relevant data to present to the business.
- Responsibility for the management of the Learning Mail inbox and responding to queries promptly and efficiently.
- Co-ordination and scheduling of external training, ensuring timely and accurate payment.
- Ensuring training matrices are up to date across the business.
- Reviewing and evaluating learning to ensure it is delivered efficiently and effectively.
- Undertake additional duties appropriate to the role and/or grade.

Our values



Honest & Reliable

We are authentic, open and dependable; and we do what we say we'll do.



Caring

We show kindness and consideration to our customers and each other.



Respectful & Fair

We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

STRENGTHS

- ✓ Excellent communication skills both written and verbal
- ✓ Excellent relationship building skills
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ Demonstrable ability to engage with business stakeholders with the organisation
- ✓ Ability to work autonomously with minimal supervision
- ✓ Collaborative Team player

ESSENTIAL REQUIREMENTS

- ✓ Knowledge of LMS and software
- ✓ Proven experience of high-volume co-ordination and scheduling
- ✓ Excellent IT skills
- ✓ Experience of co-ordinating learning across multi sites
- ✓ Able to prioritise high volumes of work with fast turnaround
- ✓ GCSE Maths and English (or equivalent)

BENEFICIAL TO THE ROLE

- ✓ Experience of eBis for payments
- ✓ Digital Media content knowledge
- ✓ Social Housing experience