**Job title:** Learning & Development Training Co-ordinator

**Responsible to:** Rachel Wakelin

**Responsible for:** N/A

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To organise and book training for new staff joining Care UK at all new build homes, providing a comprehensive training programme and ensuring all statutory training is completed.

Create and distribute a monthly two week induction programme for the Regional Induction Training Programme for the North and North London Regions.

### Key Responsibilities

### Create a training schedule for the Leadership and Care and Core Team for each new build home, liaising with internal trainers and external training providers to provide a comprehensive training programme that includes all statutory training required.

* Produce an induction training schedule for each role within the home, so that they can clearly see the training they need to attend.
* Organise a training venue for the Leadership induction training. This can be either be a nearby Care UK home or an external venue.
* Liaise with Home Managers to organise work shadowing for the Leadership Team.
* Distribute induction training schedules to relevant colleagues, providing details of the training venues.
* Create a training package for each new starter containing handouts, a role specific induction training schedule and a handbook and arrange delivery to the training venue.
* Print the training materials for each course delivered by the internal trainer and arrange delivery to the training venue.
* Record attendance on all training sessions.
* Resolve any new build training queries.
* Create a training schedule for the Leadership and Care and Core Team for the next phase of recruitment for each new build home.
* Create a quarterly virtual training schedule for the Care UK mandatory training.
* Adding training sessions to the eLearning system and booking colleagues onto them.
* Provide cover for BAU training requests and queries.

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| **Name of postholder** |
| **Signature** |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * GCSEs (or equivalent)   including English and Maths |  |
| Experience | * Administration in a process driven environment |  |
| **Technical Skills** | * Excellent communication skills both written and verbal * Excellent organisational skills and methodical approach * Excellent time management and planning skills * Attention to detail and accuracy * Competent with Microsoft Excel, Word and PowerPoint packages * Ability to multi task and manage priorities | * Knowledge of working in a care home environment |
| **Personal Qualities** | * Able to prioritise workload * Able to use own initiative * Ability to work with minimal supervision * Flexible and adaptable * Has a ‘can-do’ attitude to work * Enjoys working effectively as part of a team |  |