**Job title: Learning and Development Co-ordinator (part time)**

**Responsible to:** Head of Learning and Development

**Responsible for** Supporting all learners across the business to access relevant learning and qualifications.

**Accountable to: Head of Learning and Development**

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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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## Key Responsibilities

* Supporting all L&D projects with admin and co-ordination tasks
* Updating of documents in need of redesign such as competency books, Induction books, posters, intranet documents
* Managing the accuracy of the Intranet L&D pages
* Supporting the Head of L&D with administration, bookings, written work
* Creation of some documents & communications
* Checking enquiries to the L&D Inbox and sending to the relevant colleague
* Supporting events such as the Induction at head office with arranging buffet, being there to support the day (optional delivery of content)
* Arranging ad hoc training for homes
* Checking printing stock of essential items
* Sourcing materials and printing
* Updating CEO report and creation of reports
* Supporting the L&D team with their needs
* Liaising with Subject Matter Experts in updating materials
* The role is varied and the needs of the L&D department are always changing, therefore the role tasks will be varied.
* Learning and updating the LMS to support the L&D projects

**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 RD

### 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 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 Mathematics and English. * L&D qualification |
| Experience | * Admin experience * Working in a busy environment * Working with senior stakeholders * Document writing * Excellent written communication | * Care sector experience would be beneficial but not critical |
| **Technical Skills** | * Proficiency in Microsoft Office, including PowerPoint, Word and Excel | * Using LMS system * Sending surveys * Zoom use / Teams * Excel use * InDesign |
| **Personal Qualities** | * Self-motivated, flexible and enthusiastic * Engaging, warm and personable * Strong organisation skills * Excellent communication skills * Positive, proactive approach | * Commitment to self-learning and development * Works collaboratively with others sharing ideas and information at all times |