

JOB DESCRIPTION

Job Title: Learning and Development (L&D) Coordinator
Department: Human Resources and Learning and Development (HR & L&D)
Direct Reports: None
Reporting to: L & D Manager

Main Job Functions:

- To provide administrative support in respect of L&D activities
 - Providing general L&D advice and guidance escalating queries as required.
 - Support the administration of volunteering.
 - To support the maintenance of the Learning Management System(LMS)
 - Produce monthly L&D reports and statistics.
- (NB In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required).

Main Duties:

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| i. | Ensure all duties are carried out in line with: <ul style="list-style-type: none"> • HR & L&D policies and procedures • Corporate policies and procedures • Performance goals • Business plans • Data Protection Act • CQC requirements |
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Record keeping, reporting and data management

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| i. | Maintain HR & L&D records ensuring there accuracy, relevance and compliance with the Data Protection Act. |
| ii. | Produce/update/analyse monthly reports and KPIs, providing management information as requested. |
| iii. | Support the update of HR & L&D policies in line with legislation. |

Development Activity

	Contribute to the implementation and delivery of the Trust's
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	People Strategy to support the Business Plan
	Co-ordinate the training calendar.
	Procure external courses using the most cost effective means ensuring quality delivery and compliance
	Co-ordinate Corporate Induction
	Provide administration support for initiatives such as Investors in People and Disability Confident etc
Volunteers	
i.	Proactively support administration for volunteers including recruitment and award events.
Miscellaneous	
i.	Limited travel to various locations is required.
ii.	Develop and share best practice within the HR & L&D team.
iii.	Undertake project work as required.
iv.	To safeguard the health, well-being and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.
Note:	
In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.	

Date of Description: January 2019

Job Description Ref: L&D Co-ordinator

Prepared By: Head of HR