



Job Description

Training and Staff Development Coordinator

Responsible to: Quality Assurance and Compliance Manager

Location: Head Office – Johnson Place with the option to work from home 2 days a week

Working Hours: 15hrs spread over 3 days (5 hrs per day negotiable but within office hours 8.30am – 4pm)

Purpose of job:

The Training Coordinator is responsible for coordinating a programme of training, delivered in house and from external training providers in liaison with managers and the CEO.

Main Responsibilities

- To coordinate the training of staff and volunteers throughout The Hamlet to ensure high quality care and appropriate support of all Hamlet Users.
- To manage The Hamlet training programme to ensure it meets the needs of The Hamlet.
- To coordinate the training from booking to delivery for both internal and external training providers
- To coordinate the staff opportunities and experiences programme
- Identify training needed to be delivered by our tutors. Coordinate training / tutor meetings gaining dates from them for delivery.
- To ensure all tutors are refreshed in their individual fields and arrange the necessary refresher training with the appropriate training bodies.
- Maintain databases on the training and qualification status of all staff.
- Provide monthly reports to managers.
- Provider reports and statistics to inform funding bodies, local authorities and others on request.
- Managing Care Skills, our online training platform. Being the first point of contact when there are any changes / migration to their systems. Managing the credits we have and inform finance when more need to be purchased.

- Ensure that training equipment is available, maintained and fit for purpose.
- Undertake training and development to meet the demands of the job role.

PERSON SPECIFICATION

Experience:

Essential:

- At least 3 years' experience of working in a lead administrator / coordinator role

Desirable:

- Experience of working in a training environment (desirable)
- Business Support / Administration NVQ level 2 or equivalent (desirable)

Skills and Qualifications

Essential:

- English to at least GCSE Grade C or equivalent.
- Excellent communication skills, both written and oral.
- Proactive and resourceful with the ability to work on own initiative.
- Experienced and competent in Office applications and the internet.
- Ability to work independently and within a small team.
- Highly organised and methodical in approach to work.
- Physically able to cope with lifting and moving equipment and resources.