

Person Specification: Learning and Development Co-ordinator			
	Requirement	Essential (E) or Desirable (D)	Assessed by
Qualifications or training	• Good standard of education including GCSE or equivalent qualification	E	A
	• Evidence of continuing professional development	D	A
	• Human Resources or Learning and Development qualification	D	A
Experience	• A minimum of two years' experience of working in a co-ordination or administrative role.	E	A
	• Experience of working in a fast-paced environment, taking ownership and working on own initiative.	E	A
	• Experience of working in a training function or similar.	D	
Knowledge, Skills and Abilities	• A good understanding of managing administration processes and proactively identifying process improvements.	E	A/I/T
	• Able to collaborate with subject matter experts to develop content and materials, regularly reviewing courses and updating them.	E	A/I
	• Experience of using a HR/Training or similar system.	E	A/I
	• An understanding of learning styles and experience of identifying training needs for staff to support blended learning delivery.	D	A/I A/I

Person Specification: Learning and Development Co-ordinator				
	<ul style="list-style-type: none"> Strong interpersonal and communication skills with the ability to build and maintain positive working relationships with senior managers, external suppliers and other key stakeholders. Experience of successfully facilitating onboarding or similar sessions. Experience of leading on the promoting, planning, organising and administering of training sessions or meetings. Creating, curating, administering and publishing digital content on the learning management system. Strong IT Skills, proficient in Microsoft Word, Excel & Powerpoint. Experience of budget management Provision of Management Information through generation and analysis of reports from a Learning management system and HR system 	E		A/I
		D		A/I/T
		E		A/I/T
		D		A/I
		E		A/I
		D		A/I
		D		
				Assessment Methods Key
				Application (A)
				Interview (I)
				Test (T)
				Presentation (P)
				Certificates (C)