**Job Description –** **L&D Administrator**

**Project:**  Central Office

**Work Location:**  Central Office

**Directly responsible to:** L&D Manager, Aldingbourne Trust

**Overall responsible to:**  The Managing Director, Aldingbourne Trust

**Main duties:**

The postholder will be responsible for providing a proactive and efficient administration service to the L&D function of the Trust including:

* Being the first point of contact for L&D queries from staff and external stakeholders
* Maintaining up-to-date and accurate training records for all staff and volunteers
* Assisting the L&D Manager with auditing and reconciling L&D data.
* Arranging courses including booking venues, arranging refreshments, and sending joining instructions to delegates

|  |
| --- |
| **Supportive** |
| * Support the L&D Manager in ensuring a proactive and effective L&D provision to the Trust. * Maintain up to date knowledge on good practice and legislation relating to L&D. * Support Trust managers to ensure staff attend all mandatory training. |

|  |
| --- |
| **Connecting** |
| * Work effectively with external stakeholders – including trainers and training providers. * Working effectively with internal staff and managers. |

|  |
| --- |
| **Encouraging** |
| * Encourage and support staff to use our L&D systems, to comply with our L&D policy and to remain up-to-date with their training. |

|  |
| --- |
| **Friendly** |
| * To provide an approachable, friendly but professional L&D service to Trust managers and staff. |

|  |
| --- |
| **Advocating** |
| * A strong advocate for the importance of L&D. |

|  |
| --- |
| **Respectful** |
| * Handling L&D queries with tact, sensitivity, and professionalism. |

|  |
| --- |
| **Adventurous** |
| * Ability to think outside the box and innovate. * Ability to review our current administrative systems and make recommendations for improvements. |

|  |
| --- |
| **Resourceful** |
| * Be proactive and can use your own initiative. * Demonstrate excellent attention to detail. |

|  |
| --- |
| **Additional Duties and requirements:** |
| * To perform any other duties that are commensurate with the post and may be specified from time to time by the organisation. * This post will sometimes require you to work alongside vulnerable adults. You therefore will be required to undertake a standard DBS check evidencing an appropriate result before appointment. |

**The Person Specification: L&D Administrator**

|  |
| --- |
| **Essential:** |
| * Experience of working in L&D * A strong background in administration * Excellent I.T skills and abilities * Experience of office systems and procedures * Practical and logical; able to solve problems quickly and in a timely way * Excellent interpersonal skills * Excellent customer service skills |
| **Desirable:** |
| * CIPD qualification |

|  |
| --- |
| **Last Updated:** |
| August 2021 |

**Terms and Conditions: L&D Administrator, Central Office**

* Salary - **£7,244.34 per annum**.
* *Working hours will be 14 hours per week - exact working pattern to be agreed with the successful applicant*
* Pension: The Aldingbourne Trust offers a contributory pension scheme.
* Life Assurance: x2 your annual salary.
* Annual leave: 25 days plus Bank Holidays. In addition, 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years (pro rata if part time).
* Sick leave: 2 weeks after 1 month service.
* Family/Carers leave: 6 days per annum.
* Employee Assistance Programme
* Cycle Scheme
* Discounted gym memberships at The Arena, Bognor – Dream Fitness, Bognor – Mountbatten, Portsmouth
* Free admission to the Aldingbourne Country Centre for up to 2 adults and 2 children
* 10% discount in the Aldingbourne Country Centre shop/café and MAKE shop & café
* £50 refer a friend scheme
* Eye care vouchers
* Flu vaccinations