**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

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| **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.
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| **Connecting** |
| * Work effectively with external stakeholders – including trainers and training providers.
* Working effectively with internal staff and managers.
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| **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.
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| **Friendly** |
| * To provide an approachable, friendly but professional L&D service to Trust managers and staff.
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| **Advocating** |
| * A strong advocate for the importance of L&D.
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| **Respectful** |
| * Handling L&D queries with tact, sensitivity, and professionalism.
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| **Adventurous** |
| * Ability to think outside the box and innovate.
* Ability to review our current administrative systems and make recommendations for improvements.
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| **Resourceful** |
| * Be proactive and can use your own initiative.
* Demonstrate excellent attention to detail.
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| **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.
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**The Person Specification: L&D Administrator**

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| **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
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| **Desirable:** |
| * CIPD qualification
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| **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