**JOB DESCRIPTION**

**Role:** **Learning & Development Administrator**

**Office Location:** Thurmaston, Leicestershire

**Department:** Learning and Development

**Reports To:** Learning and Development Administrator

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Occasions – travel to other sites may be required to attend meetings

**MAIN PURPOSE OF ROLE:**

To provide an efficient and effective administration support service to the Learning and Development Team within all areas of the group’s learning needs. You will represent Compass and more specifically the learning and development department to a wide range of stakeholders.

**ESSENTIAL DUTIES**

1. To administer, record and report training events.
2. Manage the logistics of a training event(s)
3. Support with managing, organising and updating relevant data using database applications and excel

**KEY RELATIONSHIPS**

* Learning and Development Lead Coordinator
* Learning and Development Manager
* Learning and Development Administrators
* Learning and Development Trainers
* Qualifications Assessors
* Head of Centre

**KEY RESPONSIBILITIES**

 **To administer, record and report on training events**

* To allocate and log online training courses
* Seek out venues, book and arrange food
* Seek return of attendance figures at training events
* Identify relevant external trainers and courses
* To assist with the preparation and co-ordination of training programmes.
* Ensure invites are sent out in good time for attendees
* Inform relevant individuals and managers on non attendance or compliance for training events
* Create and record certificates
* Obtain and record evaluation forms
* Remind attendees of dates, times and venues
* Liaise with training facilitators
* Where required, to respond efficiently and professionally to any enquiries in relation to training.

**Manage the logistics of a training event(s)**

* Support the service in the monthly data audit
* Attend meetings and minute take where needed
* Liaise with external and internal venues
* Compose letters and communication with learners
* Arrange training events at a national level
* Aid the management of the L&D budget and spend accordingly

**Support with managing, organising and updating relevant data using database applications and excel**

* Participate in data entry for Management Information systems.
* Ensure information is entered in a timely and accurate manner
* To raise concerns if information is incorrect
* To support in the monthly reporting of data
* To use a wide range of systems including FosterTrack, Resitek, National College, Learn AMP, alongside Excel and other MS Office packages

**ORGANISATIONAL**

* To undertake broadly similar duties commensurate with the level of the post as required by the line manager even where the tasks are not specifically outlined in the job description
* To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation
* To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* The post holder will be expected to competently use electronic systems effectively
* The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post
* The post holder will be expected to ensure compliance with all policies within the employee handbook.
* Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
* The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.