

Our Mission

Mission: We are passionate about the transformative power of training, promoting equity of learning through expert, tailored, engaging and values-led training solutions.

Vision: We want to lead the way in revolutionising frontline services, through collaboration and community, to create a national standard of high-quality values-led training.

Our Values

Integrity | Excellence | Fairness | Collaboration | Innovation

Role Details

Job Title	Learning and Development Administrator		
Report to:	In-House Manager		
Weekly Hours	16	Salary	£28,142.40 p.a. Pro Rata
Job Type	Part Time	Location	Hybrid working Occasional travel to Head Office in York

Main Duties

Job Overview

This job will be supporting the Learning and Development function for our long-standing customer, Hestia Housing and Support. Hestia delivers services across London and the surrounding regions, as well as campaign and advocate nationally on the issues that affect the people they work with. Over the last 18 months several Talent initiatives have been created, and these now need establishing as processes and procedures to ensure effective implementation and support the Talent Strategy.

Key Responsibilities

- Setting up administration for the pilot Talent programs, including Job Shadowing and Mentoring.
- Following processes to support administration for other Talent initiatives including, coaching, Hestia Investing in You Funding, Info Lounges and others as required.
- Advise Managers and colleagues of Talent Development opportunities.
- Booking employees onto Talent initiatives / cancelling staff as appropriate.

- Updating the Learning and Development Intranet Page in relationship to Talent Development opportunities, on a regular basis.
- Managing the appropriate inbox and keeping within expected response times.
- Work closely with the Hestia In-House Manager and Lead and all members of the L&D Team.
- Posting to internal social media and engaging with our online community.

Note: This job description is not exhaustive and may be subject to change as the needs of the organisation evolve.

Person Specification

Qualifications required
GCSE English pass or Functional Skills English Level 2 pass or equivalent
Relevant experience
<ul style="list-style-type: none"> • At least two-years' administration experience within a similar role • Experience of supporting a diverse and multi-sited organisation. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Proficiency in Social Media sites. • Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines in a fast-paced environment. • Strong attention to detail and accuracy in data entry and record-keeping. • Effective communication skills, both written and verbal • Ability to maintain confidentiality and handle sensitive information with discretion. • Experience with using Learning Management Systems. • Experience of current/innovative business communication or cloud sharing devices such as: Zoom, SharePoint, Teams
Personal qualities required for the role (provide brief details)
<ul style="list-style-type: none"> • Reliable and capable of working independently and with minimal supervision • Self-motivated with a positive attitude and a strong desire to achieve high standards • Highly organised with an excellent attention to detail • Resilient with capacity to work accurately, under pressure and to meet deadlines • Excellent interpersonal skills with the ability to communicate effectively at all levels • Flexible, able to adapt to change with a willingness to learn • Professional and enthusiastic • Ability to maintain confidentiality at all times