

**JOB DESCRIPTION**

## POST: Learning and Development Coordinator

## REPORTING TO: Interim Head of HR

**GRADE:** SO2

RESPONSIBLE FOR: Not applicable

LOCATION: Cross College

PURPOSE OF JOB:

The Learning & Development Coordinator will support the professional growth and capability of staff across the college by planning, coordinating, delivering, and monitoring staff learning and development activities. Working closely with the Performance & Quality Team, the EDI & Wellbeing Coordinator, and HR colleagues, the postholder will ensure training and development programmes are relevant, accessible, and aligned to college priorities.

The role will oversee the staff Learning Passport system, support the roll-out of mandatory and optional training, and ensure that L&D contributes to the delivery of the college’s strategic goals, compliance requirements, and culture of continuous improvement. The postholder will also manage staff attending external training, oversee associated learning agreements, track the L&D budget effectively, and develop and deliver training sessions (including induction and HR-related policies) on a regular basis.

**KEY RESPONSIBILITIES**

**Learning & Development Coordination**

* Coordinate the planning, delivery, and evaluation of staff training and development programmes.
* Maintain and manage the college’s Learning Passport system, ensuring accurate recording and tracking of staff training and professional development.
* Support the identification of training needs through consultation with managers, staff, Performance & Quality, and HR colleagues.
* Plan and deliver the annual staff training calendar, including induction, mandatory training, CPD, and development opportunities.
* Liaise with internal trainers, external providers, and accrediting bodies to deliver high-quality training programmes.
* Ensure mandatory training compliance is monitored and reported to managers and SLT.
* To support the Interim Head of HR leading on the design and deliver diversity presentations, workshops, briefing and inductions materials
* To arrange surveys and gather data for the monitoring of the L&D agenda of UCG, so as to identify any trends and respond effectively

**External Training & Budget Management**

* Manage the administration and coordination of staff attending external courses, including bookings, approvals, and communication with providers.
* Ensure all staff complete and sign learning agreements before attending external training or development opportunities.
* Track and monitor the L&D budget, ensuring spending is recorded accurately and remains within agreed limits.
* Produce regular reports for SLT on external course uptake, costs, and return on investment.
* Work with managers to ensure external training is relevant, necessary, and aligned with organisational priorities.

**Induction & HR Policy Training**

* Develop, implement, and continuously improve the induction programme for all new staff, ensuring a consistent and high-quality onboarding experience.
* Design and deliver training sessions relating to HR policies, processes, and compliance requirements.
* Support the roll-out of new or updated HR policies by designing and facilitating appropriate training and awareness sessions.
* Deliver training sessions directly to staff on a regular basis, adapting content and style to meet different audience needs.

**CPD Programme & Performance/Quality Collaboration**

* Work closely with the Performance & Quality Team to plan, coordinate, and track the CPD programme for teaching staff across the academic year.
* Lead the planning and implementation of CPD days, including designing the schedule, securing facilitators, and coordinating sessions.
* Ensure CPD days are inclusive, relevant, and support both teaching and non-teaching staff development.
* Produce and distribute communications and materials relating to CPD opportunities, ensuring staff are fully informed and engaged.
* Evaluate the impact of CPD activities and report outcomes to Performance & Quality, HR, and SLT.

**Staff Development & Support**

* Provide guidance and advice to staff and managers on learning and development opportunities.
* Support the embedding of EDI and wellbeing initiatives in collaboration with the EDI & Wellbeing Coordinator.
* Facilitate opportunities for staff to share best practice, peer learning, and cross-college collaboration.
* Promote a culture of continuous learning and professional growth across all staff groups.

**Policy, Reporting & Evaluation**

* Contribute to the development and implementation of L&D policies, processes, and frameworks.
* Produce regular reports for SLT and governors on staff training activity, compliance, budget usage, and impact.
* Evaluate training programmes to assess quality, effectiveness, and value for money, making improvements as needed.
* Keep up to date with sector developments and recommend innovative L&D practices for adoption.

**Collaboration & Engagement**

* Work closely with the EDI & Wellbeing Coordinator to ensure all EDI and wellbeing-related training is planned, delivered, and embedded in staff Learning Passports.
* Collaborate with managers across the college to ensure development opportunities align with departmental and organisational needs.
* Contribute to staff engagement initiatives, including induction, CPD weeks, and recognition events.

**Person Specification**

**Essential**

* Experience coordinating or delivering learning and development programmes.
* Experience developing and delivering training sessions (e.g., induction, CPD, or policy-related training).
* Strong organisational skills with the ability to manage multiple projects and deadlines.
* Experience managing training budgets and/or tracking external course provision.
* Excellent communication and presentation skills, with the ability to engage and influence staff at all levels.
* Knowledge of learning management systems or training records systems.
* Strong IT skills, including the use of Microsoft Office and databases.
* Experience of evaluating training impact and reporting outcomes to stakeholders.
* Flexible approach to work and needs of the service
* Proactive with an ability to show initiative and generate ideas

**Desirable**

* Previous experience in a Further Education or education setting.
* Understanding of regulatory and compliance requirements for FE staff training.
* Knowledge of CPD planning for teaching staff.
* Knowledge of staff development frameworks such as CPD cycles or professional standards.
* Experience in facilitating workshops, focus groups, or learning interventions.
* **An Enhanced Disclosure will be requested of the successful candidate.**
* **Disabled candidates meeting the essential criteria are guaranteed an interview.**