



Job Description

Post: Learning and Development Co-ordinator

Reporting to: Head of Business Services (under review)

Location: Mallusk (hybrid working)

Hours: 21 hours per week

Duration: 12 months (continuation subject to funding) Secondments welcome

Salary: Commencing at NJC £25,481 Scale 6 (pro-rata)

Benefits: Flexible/Hybrid working. Training/CPD opportunities available. 5% contributory pension scheme and access to Westfield Health Care. Homeless Connect also offers 25 days annual leave in addition to recognising 12 public/bank holidays.

Job Purpose: Effective and efficient co-ordination of training and learning activities to support the development of staff working in homelessness and related sectors. This includes developing accessible programmes of training/learning and events, as part of our membership and frontline network services, and overseeing the development and delivery of accredited training.

Key tasks and responsibilities:

- 1. Identify the training and development needs of our members including frontline staff working in homelessness and related services, in cooperation with the Membership Support Officer.**
- 2. Design and deliver a training and learning events programme to meet the needs of our members.**
- 3. Liaise with trainers, speakers and venues to ensure the smooth administration of training/learning events, including systems for bookings and payments.**
- 4. Set up and facilitate online training and learning events using various media platforms.**
- 5. Contribute to the running of organisation events including the annual conference.**
- 6. Keep up to date with new training practices.**
- 7. Contribute to the delivery of training and/or facilitation of events as required.**
- 8. Identify requirements for and assist in the development, organisation and delivery of appropriate accredited training accredited training for members.**

General

- 9. Carryout duties in line with the organisation's policy on equality and diversity.**
- 10. Contribute to a positive, supportive, and effective team working environment.**
- 11. Actively participate in supervision, appraisals, work planning and training as required.**
- 12. Undertake any other relevant duties as identified by the Line Manager/CEO.**

The duties of the post will be subject to review in accordance with the needs of the organisation.

Person Specification

Essential criteria:

- 1. At least 1 years' experience of co-ordinating training and/or learning events for an organisation.**
- 2. Demonstrated experience in carrying out training needs analysis.**
- 3. Demonstrated experience in stakeholder management and developing positive working relationships.**
- 4. Excellent oral and written communication skills and ability to adapt to different target audiences.**
- 5. Proven ability to prioritise under pressure and successfully handle multiple projects to deadlines and targets.**
- 6. Ability to present complex information in an accessible way.**
- 7. Experience of MS Office packages (Word, Excel, PowerPoint, and Outlook).**
- 8. Flexibility for occasional out of hours work.**
- 9. Ability and willingness to travel throughout Northern Ireland and beyond when necessary.**
- 10. Full UK driving licence and access to a car.¹**

Desirable criteria:

- 1. 2 or more years' experience of co-ordinating training and/or learning events for an organisation.**
- 2. A degree or equivalent qualification in a relevant discipline.**
- 3. A qualification in training management.**
- 4. Understanding of the homeless sector and the challenges it faces.**
- 5. Experience in developing and administering accredited training.**

¹ **Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence**

