



Job Description

Post: Learning and Development Co-ordinator

Reporting to: Head of Business Services (under review)

Location: Mallusk (hybrid working)

Hours: 28 hours per week

Duration: 12 months (continuation subject to funding)

Salary: Commencing at £27,344 (pro-rata), based on NJC Scale 6 pt18

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 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