

Group Member:		Luminate Group Services	
Job Title:		Learning and Organisational Development Coordinator	
Reports to:		Learning and Organisational Development Business Partner	
Job Grade	LEG C	Department	Human Resources

ROLE SUMMARY:

The Learning & Development Coordinator post is crucial to the delivery of quality learning opportunities within Luminate Education Group for colleagues at all levels. The post holder will support the L&OD team with all areas relevant to service provision.

They will also contribute to the development of the group wide L&OD strategy.

CORE RESPONSIBILITIES:

1. Contributing to the development of innovative OD projects to promote the groups culture and values, management of change, employee engagement and talent management goals.
2. Coordinating the design and delivery of bespoke training programmes and projects, including supporting the development of managers – in line with the goals of the group People Strategy.
3. Conducting organisational needs analysis in line with key priorities and statutory obligations and networking effectively with stakeholders to drive positive change.
4. Preparing reports for managers within the team, externally and budget holders. Measuring, evaluating reports on the impact and outcomes on various projects and training programmes.
5. Create and distribute compliance reports for LEG mandatory training, performance review periods and other specific reports. Also offer support to stakeholders regarding this data.
6. Delivering training and development initiatives – including supporting the corporate induction process.
7. Assisting in the design, delivery and co-ordination of individual and corporate development events (e.g. organisational training days), using advanced digital and traditional strategies.
8. Researching and promoting employee CPD opportunities across the organisation.
9. Designing and manage initiatives to improve staff engagement, linked to focus group and staff survey feedback.
10. Analysing external learning trends and presenting ideas and opportunities to a range of audiences.
11. Supporting continuous development of the Learning Management System.
12. Supporting the team with general colleague enquiries through the FRESH system.

13. The coordinator will provide the technical support for creating and updating SCORM-based eLearning, including products built using Articulate Rise 360. They would also fully support group wide development compliance reporting.
14. Any other duties that are specific to the department.
15. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

SPECIFIC ROLE RESPONSIBILITIES:

1. Cross site Work is expected surrounding delivery of L&OD provision activities e.g. Multiple Leeds campus's, Harrogate, Keighley and any group sites.
2. Deliver an enabling and responsive, customer-focused HR and OD service
3. Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders
4. Ability to participate in evening/weekend work as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Job Title:	Learning and Organisational Development Coordinator
-------------------	---

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Educated to Level 2 or above in English and Maths or equivalent qualification (for example GCSE grade C or GCSE grade 4)	A / C
D	Q2. Level 3 CIPD qualification or working towards	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Up to date knowledge of theory and good practice in key areas of Learning and OD, such as transformational change and developing organisational culture	A / I
E	EK2. Knowledge and experience of the design, delivery and management of learning interventions	A / I

E	EK3. Experience and knowledge of the theory and best practice of designing, delivering and evaluating learning interventions	A
E	EK4. Experience in delivering a customer focused Learning & Organisational Development service and a track record of achieving results	A
E	EK5. Experience of using Microsoft Office systems and databases, (Word, Excel, Outlook etc.)	A
D	EK6. Experience of using learning management systems and design tools: in particular DOCEBO, Animaker, Articulate Rise 360.	A / I
D	EK7. Experience of coordinating management development and talent management interventions	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to establish positive working relationships at all levels both internally and externally, using influencing and negotiating skills appropriately	A / I
E	SC2. Ability to work within and across teams collaboratively; coaching and mentoring of others	A
E	SC3. Ability to plan, prepare, report and present issues to a wide range of audiences including the HR & OD Management Team, Senior and Executive Leadership & Management Teams	A / I
E	SC4. Ability to analyse and interpret data and make recommendations in relation to appropriate learning and development solutions	A / I
E	SC5. Ability to contribute towards improving service delivery and/or processes with cost-effective solutions	A
E	SC6. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing	A

E	SC7. Analytical and problem-solving skills with the ability to make sense of complex issues, identify and implement resolutions	A
---	---	---

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I