

## Friends of the Earth – Job Description

<b>Job title</b>	<b>Learning &amp; Development Co-ordinator</b>
<b>Reporting to</b>	<b>Learning &amp; Change Partner</b>
<b>Team</b>	People Team
<b>Career stage</b>	E
<b>Line management</b>	Stephanie Hewat Simmonds – Learning and Change Partner

### **Purpose of the role**

The Learning & Development (L&D) Co-ordinator role will be responsible for supporting the learning and training processes and programmes run at Friends of Earth. This will include learning and training programmes run via different formats (i.e. e-learning, online courses, in-house delivery, webinars, commissioned training etc) The L&D Co-ordinator will provide end to end support, including administrative support to training programmes as well as leading and co-ordinating specific projects which support the team business plan.

A key part of the L&D Co-ordinators role is to build relationship across the organisation to gain insight on the L&D needs of teams and individuals. The L&D Co-ordinator will also be supporting the monitoring of course outcomes. Our ideal candidate has excellent communication skills and can work cooperatively and productively with colleagues across different teams and different levels of the organisation.

You should also be familiar with key principles of learning and development (such as the learning cycle and learning styles) as well as a practical understanding of how to co-ordinate a learning project. You will be supported to design and deliver workshops and training sessions for staff (were possible) if this aligns with your career aspirations. If you have a passion for empowering colleagues and teams to flourish, we'd like to meet you.

### **Key responsibilities and tasks**

- Provide co-ordination and administrative support across a range of L&D initiatives
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes) in response to training requests
- Market available training to employees and provide necessary information about sessions
- Support the running of organisation-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Use known learning principles and stay up to date on new training methods and techniques
- Design and develop training programs (outsourced and/or in-house)
- Track and analyses effectiveness of training programmes across a range of impact indicators
- Contribute ideas to the team Business Plan, and feed into Business Planning reviews

- Opportunities to design and deliver short workshops and training programmes
- Gather feedback from trainers and trainees after sessions.
- Partner with internal stakeholders and liaise with experts regarding training needs and course design
- Maintain updated database and training records as required
- This is not an exhaustive list – no job can be fully defined in one, neat list. We will be looking for your flexibility to carry out other duties as may reasonably be required to meet the changing needs of the organisation.

***You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.***

### **Person specification**

#### **Essential:**

- Experience of working in a complex environment in an internally facing support role
- Hands-on experience of co-ordinating multiple projects and events
- Flexible approach to work and ability to manage conflicting priorities
- Adequate knowledge of how to use technology tools to monitor training events and individual staff records
- Good understanding of full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern training methods and techniques
- Experience with e-learning platforms
- MS Office proficiency
- High level organisational skills with the ability to co-ordinate a range of programme
- Strong communication skills
- Experience of building positive relationships with colleagues and using a diplomatic and professional approach to managing expectations
- Proven ability to use a problem-solving skill to managing challenging situations and achieve a positive outcome
- Experience of training or presenting to a group of staff to support their development or understanding of an aspect of their role

#### **Desirable:**

- Direct experience of working as a Training Co-ordinator, Trainer, Training Facilitator, or similar role
- Experience co-ordinating multiple training events in an organisational setting
- Experience of working in the charity sector
- Qualification relating to training, such as Award in Education & Training or equivalent
- Proven ability to design and deliver training sessions, workshops or briefing

### **Our Values**

Ability to demonstrate, understanding and apply our values.

**Integrity**- We demonstrate integrity throughout everything we do, internally and externally.

**Impact** – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

**Leadership** – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

**Focus on Friends**- To build our influence we put new and existing ‘friends’ at the heart of our work.

**Accountability**- We hold ourselves and other to account for our work and how we work.

**Learning and Enquiring Mindset**- We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

<b>Date approved</b>	
<b>Date reviewed</b>	

*This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.*

*The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.*