

Training Coordinator

Reporting To: HR Officer

Grade: C

JD ID: 14

Reporting Employees: None

Main Purpose

To maintain a structured approach to meeting the training and development needs of all Martha employees. Responsible for the planning, implementation and facilitation of all training and supporting managers to develop and update personal training plans for each member of staff.

Duties

- 1 Ensure all new staff receive the required mandatory training within a set time period.
- 2 Regularly monitor mandatory training updates for all staff and organise training sessions as required, liaising with management order to facilitate the rota.
- 3 Maintain and develop the training database ensuring that all information is kept securely and updated promptly.
- 4 Support line-managers to produce and update individual training plans for each member of staff and research suitable courses and training providers.
- 5 Responsible for keeping abreast of changes in the training sector which are likely to affect Martha Trust.
- 6 Co-ordinate the participation of care staff for all NVQ courses and act as a link between the external assessor and staff member in order to achieve required compliance.
- 7 Responsible for collating and actioning any new training requirements for the organisation.
- 8 Ensure that the location, equipment and relevant materials are in place for all training sessions.
- 9 Undertake any other reasonable duties from time to time.

Person Specification

- * Excellent interpersonal/communication Skills
- * Excellent administrative/organisational Skills.
- * Computer Literacy (Word, Excel, Access)
- * Ability to work effectively as part of a team and with minimum supervision.
- * Good GCSE/A Level standard of education or equivalent
- * Previous experience in a related role would be helpful but is not essential
- * Cheerful 'can do' attitude at all times
- * Smart business-like personal presentation
- * Respect for the Christian ethos of Martha