Versus Arthritis

Job description

Job title: Training Administrator

Reports to: People and Organisational Development Manager

Department: Organisational Development

Directorate: People and Culture

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**People and Culture (P&C) Directorate**

Our People and Culture Directorate delivers all our people related services and brings to together five teams Organisational Development, People Business Partnering, People Operations, Diversity, Inclusion and Involvement and Volunteering. We work together to ensure that Versus Arthritis is a great place to work and volunteer and that everyone feels, engaged, motivated, supported, valued and included and able to do their best for people with arthritis.

Job purpose

This role will support the delivery of learning and development for staff and volunteers through a wide range of activities, including managing the learning inbox, administration, and maintenance of the Learning Management System (LMS), coordinating and supporting training, and collating evaluation data.

Main duties

* Supporting the People and Organisational Development team to implement an integrated approach to learner management, through scheduling training and monitoring mandatory learning for staff and volunteers
* Monitoring the Learning inbox and answering day-to-day enquiries from learners and course owners.
* Managing the Learning Management System (LMS) to assign learning, support learners, create/amend courses, update learner records, generate reports, and ensure the system is user friendly.
* Providing support to develop (e.g. proof-reading learning materials) and deliver training (e.g. arranging the venue and catering, setting up rooms, sending out invites, supporting trainers).
* Providing administrative support to manage our learning offer, e.g. producing quarterly training evaluation reports, raising purchase orders, coordinating development requests, updating the Learning and Development SharePoint site
* Supporting key elements of the onboarding process including coordination of the Welcome Day for new starters and ensuring that all roles are assigned to the correct training within required timeframes, thus helping staff and volunteers to get off to a great start at Versus Arthritis.
* Sourcing and liaising with external trainers and venues, supporting cultivation of good relationships and clear expectations.
* Supporting ad hoc project working groups through scheduling meetings, sending agendas and writing minutes.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* To undertake any other duties as appropriate to the role and organisational requirements.

**Key stakeholders and relationships (internal/external)**

* Other members of the People and Culture Directorate (Volunteering, Internal Communications).
* ICT team.
* Employees and volunteers.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Attention to detail and ability to produce accurate, succinct reports and data.
* Able to communicate effectively, both verbally and in writing.
* Experience of and able to manage and learn digital systems such as Learner Management Systems (Moodle).
* Confidence in using Microsoft Excel at a basic or intermediate level

Skills

* Excellent interpersonal and customer relationship skills.
* Able to work effectively within a team, supporting multiple stakeholders.
* A flexible, solutions-focused and creative approach.

Desirable experience, knowledge and skills

* Experience of supporting learning and development programmes
* Experience of supporting volunteers and those leading and managing them

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.