

## Job Description – Learning and Development Assistant

<b>Purpose of Job</b>	The role is to support the smooth and efficient operation of the Learning and Development function through the delivery of a range of supporting administrative duties.
<b>Location</b>	The Old Library, 14-16 Knights Hill, West Norwood SE27 0HY
<b>Reporting to</b>	Project Development Office, Rathbone Learning and Rathbone Business Manager.
<b>Length of contract</b>	Permanent
<b>Hourly rate</b>	£9.15
<b>Hours of work</b>	12 hours per week; days and times to be mutually agreed.
<b>Holiday entitlement</b>	20 days per year pro rata.
<b>Duties and responsibilities</b>	<p><b>Staff training:</b></p> <p>To support the Project Development Officer in undertaking training needs analysis to identify the training needs of Rathbone Staff.</p> <p>Identify when staff are due for repeat training of First Aid, Fire Safety, Food Safety, Medication Awareness and Safeguarding.</p> <p>Liaise with the Project Development Officer to plan, book venues and co-ordinate training courses.</p> <p>Booking essential training for new staff ensuring it is scheduled prior to their Lone Worker Supervision.</p> <p>Ensure that staff, managers and the Outreach Team Administrator are provided with the relevant information and dates of courses. Confirming bookings with staff concerned, ensuring that those attending have the relevant course information and understand where they need to be and at what time.</p> <p>To provide high quality administrative support for the local delivery of agreed training. At times this may include ensuring that rooms are set up in the required layout with appropriate equipment.</p> <p><b>Record keeping:</b></p> <p>Ensure the smooth flow of timely and accurate data and information to the Outreach Team Administrator, Team Leaders and Managers.</p> <p>Maintain systems and processes to ensure efficient control and storage of training information and records.</p> <p>Undertake a range of record-keeping and monitoring tasks, this will involve:</p> <ul style="list-style-type: none"> <li>• Entering completed training records on Sage HR</li> <li>• Scanning Certificates and sending originals to staff</li> <li>• Updating NMDS</li> </ul>

	<ul style="list-style-type: none"> <li>• Entering new staff training records and qualifications on Sage HR and NMDS.</li> </ul> <p>Under the direction of the Project Development officer to assist in the analysis of training information and produce regular training reports.</p> <p><b>General:</b></p> <p>Undertake appropriate training and development activities as required to meet the requirements of the post.</p> <p>To be committed to implement and promote Rathbone's Equal Opportunity Policy and Data Protection Policy in carrying out all duties.</p> <p>Comply with organisational policies and procedures at all times.</p> <p>Work in a flexible way in order to support colleagues and ensure an effective continuance of the services provided.</p> <p>This job description is subject to change and may include other duties at the discretion of the management team.</p>
Training	<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Specific IT training if required</li> <li>• Emergency First Aid at Work</li> <li>• Safeguarding</li> </ul>

## Person Specification

Values and Attitudes	
Essential	<ul style="list-style-type: none"> <li>• Pleasant, approachable personality.</li> <li>• An ability to communicate with a range of people</li> <li>• Patient manner.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Reliable and trustworthy.</li> <li>• Honest, sense of responsibility and confidentiality.</li> <li>• Flexible approach to working arrangements.</li> <li>• Willing to undertake training as appropriate.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Sense of humour.</li> <li>• Express a wish to promote Rathbone's mission, vision and values.</li> </ul>
Experience, Skills and Knowledge	
Essential	<ul style="list-style-type: none"> <li>• Comfortable using full range of Microsoft Office applications.</li> <li>• Previous experience of excel and/or other electronic data bases.</li> <li>• The ability to use Internet based applications and IT effectively.</li> <li>• Good literacy and numeracy skills.</li> </ul>
	<ul style="list-style-type: none"> <li>• Some experience of working in a community project/setting.</li> <li>• Previous use of Sage HR and/or NMDS</li> <li>• Comfortable with social media in particular Face Book and Twitter.</li> </ul>

**This post will be subject to an enhanced DBS Disclosure and pre-employment checks.**