

Learning and Development Coordinator

Candidate information pack

Together we make it possible



**Affinity
Trust**

We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.

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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



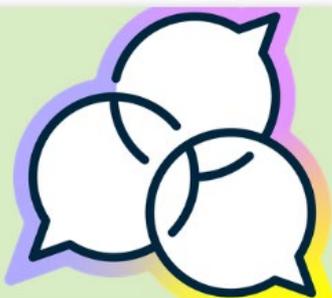
People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Job Title: Learning and Development Coordinator

Reports to: Head of Learning and Development

Job Purpose

The Learning and Development Coordinator plays a key role in ensuring colleagues across Affinity Trust have access to high quality learning that enables them to deliver excellent support to people with learning disabilities, or contribute to the services that make this possible. You will be part of a small, collaborative team where supporting each other and sharing ideas is key to our success. This role involves providing line management support, maintaining learning systems, and analysing data to identify insights and improvements. You'll help ensure that colleagues experience engaging, effective learning opportunities, and that our programmes run efficiently from start to finish.

Key Responsibilities

Leadership and Coordination

- Provide day-to-day coordination and support to team members, including guidance on workload, priorities and processes, and provide line management within the team.
- Oversee the effective coordination and administration of all L&D activities.
- Act as the first escalation point for learning system or training coordination queries, via email and phone calls.
- Develop positive working relationships with internal stakeholders and external providers.

System and Data Management

- Maintain and oversee L&D systems (e.g. iTrent, Docebo), ensuring accuracy and integrity.
- Input, track, and report on course attendance, completions, and compliance metrics.
- Produce regular data reports and dashboards to inform management decisions.
- Analyse learning data to identify trends and opportunities for improvement.
- Monitor qualification programmes and maintain external funding or qualification logs.

Programme Delivery and Operations

- Manage training bookings, cancellations, and learner communications.
- Coordinate internal facilitators and external trainers to ensure quality delivery.
- Source and approve venues, manage logistics, and ensure smooth event delivery.
- Oversee qualification application processes and maintain appropriate documentation.

Continuous Improvement

- Identify and implement process enhancements to improve efficiency and learner experience.
- Work collaboratively with other teams to align training initiatives with business needs.
- Contribute to L&D projects that support organisational development and growth.

Person Specification

	Essential	Desirable
Values	<p>We expect all colleagues to demonstrate our organisational values in how they work with wider team members, other partners, and the people we support:</p> <ul style="list-style-type: none"> • People at the heart of everything we do <i>We listen, we learn, we build on strengths.</i> • We give our best. <i>What we do matters. Good days and bad, we take responsibility.</i> • We work together. <i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i> • We have courage. <i>We try new things. We are creative and adaptive.</i> 	
Skills and experience	<ul style="list-style-type: none"> • Experience in a coordination or administrative role (preferably in Learning and Development). • Experience providing line management or mentoring support. 	<ul style="list-style-type: none"> • Understanding of learning and development within health and social care settings (e.g. Care Certificate, Safeguarding)

	<ul style="list-style-type: none"> • Experience of managing data and creating and maintaining reports, especially through Microsoft Forms and Excel. • Strong IT skills and confidence using multiple systems and databases. • Highly organised with excellent time management skills; able to manage conflicting priorities. • Strong analytical and data interpretation skills. • Clear communicator confident to engage with stakeholders at all levels. • Excellent written and verbal communication skills. 	<ul style="list-style-type: none"> • Experience managing learning or qualification programmes • Experience of working with external training providers. • Working knowledge of iTrent and/or Docebo. • Knowledge of qualification frameworks and funded learning programmes. • Understanding L&D best practices, compliance, and reporting. • Experience supporting remote or hybrid learning delivery.
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • Professional qualification in People related field (e.g. CIPD or Training Qualification).
Personal Attributes	<ul style="list-style-type: none"> • Proactive, resourceful, and adaptable in a fast-paced environment. • Professional, approachable, and committed to delivering excellent service. • Collaborative team player who supports and motivates others • Reflective and open to continuous professional development. 	

Next steps

Are you ready to join us?

Working Pattern

Hybrid working with minimum 2 days per week in the Thame, Oxfordshire head office.

Salary and Benefits

The salary for this role is £30,601.42 pro rata, and we are offering it on a full-time basis.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simply Health** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

Apply today

We're transforming how we support our people.
Are you in? We want to hear from you.

We're committed to being Disability Confident
and we guarantee to interview all applicants
with a disability who meet the minimum criteria for the vacancy.

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