

Job Title: Learning and Development Administrator**Contract: Permanent****Job overview:**

Are you a proactive, detail oriented professional looking to take the next step in your career? We are seeking a dynamic Learning & Development Assistant Coordinator to join our team.

If you have a knack for data handling, are adept at using systems, and thrive in a fast paced environment, this role could be your perfect fit. You'll be part of a dedicated team focused on delivering an outstanding experience for all colleagues across Affinity Trust. This position requires a high level of accuracy, strong IT skills, and the ability to manage multiple tasks simultaneously.

Core hours: Monday to Friday, 09:00 - 17:00**Key Responsibilities:**

As the Learning & Development Assistant Coordinator, you will provide administrative and coordination support to the Learning & Development team, including:

- Managing data and maintaining accurate records
- Adding courses to systems, monitoring attendance, and ensuring compliance
- Serving as the first point of contact for support phone calls and emails
- Processing bookings and cancellations as required
- Coordinating with internal facilitators and supporting external training providers
- Booking and organising venues, equipment, and catering for training sessions
- Identifying suitable training venues
- Assisting with reporting
- Maintaining funding and external programme logs

What we are looking for:

We are searching for someone who is passionate about helping others and enjoys being part of a collaborative team. The ideal candidate will:

- Be a quick learner with experience in working with various systems (familiarity with iTrent and/or Docebo is a plus!)
- Be comfortable multitasking and managing competing priorities to meet deadlines
- Possess excellent communication skills
- Have the ability to work independently with minimal supervision

While remote work is possible, you should be prepared to commute to Thame (Oxfordshire) 2 days a week.