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| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post:** Continuous Professional Development (CPD) Co-ordinator

**Reports to:** Project Support Officer

**Hours of work:** 37 hours, 52 weeks

**Salary range:** £18,500

**Main purpose of job**

The CPD Co-ordinator will have responsibility for the organisation and administration of a range of CPD activities and projects as directed ensuring the maintenance and development of robust systems and processes.

**Duties and responsibilities**

* To manage the internal staff development booking process from initial request through to course evaluation, including co-ordinating with external suppliers, reserving/booking event places and efficient communication across all parties to confirm status and requirements.
* To manage in-house programmes ensuring high quality, proactive organisation for logistical elements including catering, room and equipment requirements including timely and accurate delegate communication.
* To manage in-house events on the day including production of attendance registers, room set-up, meeting and greeting external facilitators, internal staff assistance and proactive management throughout the course of the programme to ensure all needs are met.
* To maintain and develop where necessary, accurate and easily accessible records and processes for CPD activities including recording and monitoring attendance, completion of evaluation and indicative budget spend.
* To input CPD event and activities on I-Trent (LMS) ensuring accurate CPD records at all times.
* To manage timely and accurate communication of administrative procedures for the booking of both in-house and external training courses to staff where directed or necessary.
* To co-ordinate and manage the organisation and delivery of the CPD induction training programme for all new employees ensuring that all related elements are organised effectively.
* To manage the evaluation process for internal and external CPD activities, producing accurate and up-to-date data analysis feeding back on any outstanding and or constructive feedback for future consideration of activities within the College.
* To identify and book external venues for events where required, liaising with location management for catering and logistical arrangements, travel may be required for some events.
* To raise purchase requisition orders to efficient budget management and proactively track payment for both external facilitation and external events.
* To build and manage facilitator relationships to assist with the provision of cost effective and high quality delivery.
* To work alongside and support key colleagues to support CPD initiatives and plans for events attending steering group meetings, taking notes and progressing actions as required.
* Ad-hoc support to the Director, Performance and Learner Journey as required.

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To promote a unified presence as a member of a cohesive management team and have strong visible and supportive presence throughout the College
* To adhere to and proactively promote the College’s values and behaviour at all time.
* To have a comprehensive understanding that Safeguarding including Prevent is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To effectively manage and support cross college
* To carry out supplementary evening or day and or weekend duties as required
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Appraisal.

***The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description. Where changes to a job description are identified and deemed necessary, it is the College’s aim to reach agreement on such changes with the post holder, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.***

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Good standard of general educationIntermediate level of Microsoft Word, Excel and Outlook |  |
| **Experience and knowledge** | Previous experience working as an administrator/co-ordinator Previous experience working in a fast paced, customer focussed environmentDemonstrable refined organisation skills and attention to detailExperience of providing support to meetings and events to enable them to run effectively | Previous experience in working within the education sector Demonstrable experience of data analysis and reportingExperience of working with learning management systemsUnderstanding of Safeguarding and PREVENT responsibilities within an FE or Education based industry. |
| **Skills and attributes** | Evidence of strong administrative and organisational skillsAbility to prioritise workload and multi-task effectively while considering future requirementsAbility to assimilate information quickly and accuratelyAbility to work effectively under pressure whilst retaining a strong eye for detailHave the ability to communicate effectively at various levels internally and externally with effective written communication skillsProactive and self-motivated, customer focussed with a ‘can do’ attitudeAbility to work flexibly to meet changing needsHigh level of personal integrity and confidentialityCommitment to own learning and developmentDemonstrable experience of displaying and promoting the College’s values and behaviours within the organisation: * Respectful
* Autonomous and accountable
* Open minded and honest
* Innovative
* Can do attitude
* Motivated and inspiring
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**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………