

## JOB DESCRIPTION

<b>Post:</b>	Training and Development Coordinator
<b>Responsible to:</b>	Associate Director for Human Resources & Employee Services
<b>Salary:</b>	0.6 FTE £26,145 - £27,832 per annum (pro rata) Support Staff Salary Scale Points 25 – 28 Full Time, 37 Hours per week
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service

### Main Purpose of Job:

The Training and Development Coordinator will play a pivotal role in designing, organising, and evaluating professional development programs for both academic and support staff at the College. This includes overseeing training initiatives and induction, supporting leadership and management development, and fostering a culture of continuous learning across the institution. The coordinator will be responsible for managing mandatory training and monitoring compliance, as well as managing and maintaining training and CPD records.

### Specific Duties

### Key Responsibilities

#### Learning and Development Programs

- Work with senior leaders, managers and colleagues to identify the training needs of academic and support teams.
- Develop, budget, communicate and manage an annual training plan.
- Source subject matter experts to create bespoke learning materials tailored to the College's goals.
- Act as a point of contact for staff queries related to professional development opportunities.

#### Leadership and Management Training

- Coordinate the development and delivery of leadership and management CPD programs for aspiring and current leaders.
- Source external training providers and manage partnerships to ensure high-quality training delivery.
- Coordinate coaching and mentoring programmes.

#### Support for Academic Teams

- Work with curriculum and quality leaders and colleagues to coordinate pedagogical training to enhance teaching and learning outcomes.
- Promote innovative teaching practices, including the use of digital tools and technology.
- Ensure compliance with regulatory and accreditation requirements for teaching staff.
- Coordinate induction programmes and monitor compliance and impact.

## Support for Support Teams

- Work with support team leaders and colleagues to identify skill gaps and provide relevant training to improve operational efficiency and staff development.
- Implement initiatives that enhance team collaboration and workplace culture.
- Ensure compliance with regulatory and accreditation requirements for support team staff.
- Coordinate induction programmes and monitor compliance and impact.

## Administrative Duties

- Maintain accurate records of training activities, attendance, and outcomes.
- Monitor and evaluate the effectiveness of programmes, preparing reports for senior management.
- Manage budgets for learning and development activities.
- Support with other Human Resources related administrative tasks.

## Continuous Improvement

- Stay updated with the latest trends and best practices in learning and development, particularly within the education sector.
- Evaluate and integrate new tools, methodologies, and technologies to enhance training programmes.

**General Requirements:** As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College promotional and marketing activities including student welfare and support services.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff development activities and general college developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### TRAINING AND DEVELOPMENT COORDINATOR

Ideally, the person appointed will have the following skills and experience:

#### Person Specification:

##### Essential Skills and Qualifications:

- English and Maths Qualification (minimum Level 2).
- Level 3 CIPD or other relevant qualification.
- Proven experience in a learning and development role, ideally within an educational setting.
- Familiarity with leadership and management training programmes.
- Excellent interpersonal, communication, and organisational skills.
- Proficiency in HR software systems, Microsoft Office, and relevant tools.
- Demonstrable interpersonal and communication skills.
- Demonstrable organisation skills and project management skills.
- Creative and adaptable in developing engaging learning content.

##### Desirable:

- CIPD Level 5 Organisational Learning and Development
- Degree in HR, Business Administration, or a related field.
- Experience in an academic or public sector HR role.
- Ability to manage multiple priorities in a dynamic environment.

The College is committed to creating a supportive, inclusive environment for staff and students, ensuring equal opportunities and promoting diversity.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.