

Job Description: Training Development Coordinator

Reporting to – Head of Training

Place of work – Liverpool Street, E1

Hours of work – 8.30 to 17.00

Contract – permanent, full-time

Salary – £24,000-25,500 p.a. dependent on experience

The Training Development team create *Read Write Inc.* programme resources and documentation for consultant trainers in their work teaching children to read. The Head of Training is responsible for updates, schedules and content, and works closely with the Training Development Coordinator to ensure content is up-to-date, accurate and clear. The Head of Training works remotely; communication is via phone, email and Skype.

- Work closely with and provide support to Head of Training and Head of Trainers
- Draft and edit PowerPoint presentations (including animations, inserting films, photos, formatting, tables), notes and accompanying documents
- Create draft PowerPoint presentations for events, drawing content together with guidance from Head of Training
- Draft, edit and proofread documents, forms, notes and guidance for external and internal use
- Ensure all documentation is consistent in style and format
- Coordinate training resources and liaise with external suppliers – arranging design and print of workbooks, ordering materials from Oxford University Press and tracking stock at warehouse and HQ
- Arrange half-termly distribution of resources to trainers
- Set up and arrange dates for team, leadership and training meetings
- Set up and arrange induction period for newly recruited trainers
- Coordinate and upload content (films and documents) on Ruth Miskin School Portal
- Read and analyse training evaluations
- Keep internal file sharing/syncing system fully updated, and organised logically for easy access
- Ensure internal and external teams are informed of updates to programmes, training and resources
- Carry out general administrative tasks as requested

Skills and qualities required for this role

- Strong IT skills – experience of PowerPoint essential; confident in Word and Excel; database experience desirable
- Strong communication skills, both verbal and written
- Ability to work independently and use initiative
- Rigorous approach; works with a high level of accuracy
- Efficient administrative skills – able to plan, organise and prioritise
- Ability to write succinct copy
- Ability to maintain good working relationships with colleagues and representatives from Oxford University Press

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Coordinators will be expected to comply with any reasonable request from the heads of department to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Head of Training and Training Development Coordinator.