

Training Coordinator

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Company: eRecruitSmart

Location: London

Category: business-and-financial-operations

We have an excellent opportunity for a Training Coordinator to join our clients residential and respite care team at their outstanding CQC care home in West Wickham.

About the organisation

Our client recognises that its staff represent the single most important lever in delivering quality care and change as care and treatments evolve. They recruit and retain the very best people because of their ethical framework as a charity aspire to be the employer of choice.

About the role

As Training Coordinator, you will:

Take responsibility for the training and competence of all Care Home employees, from induction to continuing professional development

Co-ordinate all training in the Home in order to meet its goal of achieving 'Outstanding' in CQC inspections

Work closely with the Care Home Manager, People Relations Associate and the Operations Team

About the responsibilities

The main duties you will carry out as Training Coordinator include:

Quality and Compliance by working with the Care home manager to ensure that the findings from quality assurance

processes are reflected in the appropriate training for all staff

Being responsible for the implementation, evaluation, orientation, feedback, induction and continuous improvement of new employees

Support and maintain a culture of performance and excellence, acting as a role model for the care functions within the home

To feed into the People department around capability requirements ensuring this is factored into the training plan

Manage the external training into the care homes and mandatory training records

Lead on the Induction programme for all new team members, ensuring all new joiners have a buddy, working in collaboration with HR.

Design training material, administer training programme and deliver training courses

Assess training performance and address areas for improvement, supporting learners to achieve additional qualifications

About you

To be successful for the role of Training Coordinator, you must have / be:

Essential Qualifications

Formal qualification in training e.g. AET (Award in Education and Training) or PTLLS (Preparing to Teach in the Lifelong Learning Sector) or an Assessors Qualification, or have proven experience in a training role

Essential Experience

Administration experience of 2/3 years in a generalist in Training/Learning & Development

Previous experience of co-ordinating Training courses (internal and external)

Experience of updating and maintaining training records

Strong knowledge of learning management systems

Attributes and Abilities

Proficiency in Microsoft Office

Excellent organisational and planning skills, including attention to detail

Strong oral and written communication skills

A methodical and pragmatic problem-solving approach

Previous knowledge and experience of the healthcare sector, CQC and GDPR requirements

Enthusiastic, with good influencing skills

Time Management, able to juggle conflicting priorities

Excellent IT skills

Able to produce and run reports

Can meet deadlines and work on own initiative

About the rewards

As a Training Coordinator you will receive an excellent salary of circa £32,000 to £35,000 per annum, depending on experience and is a 35 hour contract role plus you will receive a superb range of benefits including:

26 & 8 statutory days annual leave entitlement

Life Assurance Benefits

Cycle to work scheme

Referral Scheme up to £1000

Occupational Health Support

Health and Wellbeing Programme

GP consultations, Mental Health Treatment, including Cognitive Behavioural Therapy and counselling

Discounted Gym Membership

50% off a coffee from every week from Café Nero

75% off Champneys Spa breaks.

Subsidised Apple Watches and Amazon Prime membership and discount on hotel bookings with Expedia

Long Service Award Vouchers

Employee Assistance Programme

Paid Enhanced DBS

Inhouse Mental Health First Aiders

Eye Test Vouchers

Eligible for Blue Light Card

Free Parking

Enhanced Maternity and Paternity Policy

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