

Role Profile

because
you matter

**St Nicholas
Hospice Care**

A Registered Charity No. 287773

St Nicholas Hospice Care is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

Job role	Learning & Development Administrator
Reports to	People Adviser
Location	Whilst your normal place of work is St Nicholas Hospice Care, Hardwick Lane, Bury St Edmunds, you will also be required to work at such other place or locations within the Bury St Edmunds, West Suffolk and Thetford area as we may reasonably determine.
Job Purpose	Support and administer the delivery of all L&D activity, particularly ensuring all staff and volunteers receive mandatory and statutory training appropriate to their role.

What the job involves

- Plan and administer staff and volunteer mandatory and statutory training.
- Plan and administer Corporate Induction.
- Maintain L&D information on Compass, recording all L&D activity.
- Pull L&D information from Elearning for Health.
- Provide L&D data on a monthly and quarterly basis and ad hoc as required, focusing on man stat compliance levels.
- Monitor completion of on boarding process for new starters.
- Support the smooth running of any non-clinical development events from welcoming and receiving delegates through to completion, ensuring evaluations are completed.
- Process external L&D applications.
- Collate and record annual review data, and produce monthly and quarterly reports on appraisal completion statistics.
- Extract training or development needs as identified in appraisals and support any needs that requirement central management or provision.

What we want from you

- GCSE level education (grade A to C in Maths and English)
- Administration experience
- Confident user of IT and quick learner of new systems
- Enjoys working with data
- Good communicator
- Works well on own initiative

October 2022