

HR & LEARNING AND DEVELOPMENT CO-ORDINATOR

JOB TITLE: HR & LEARNING DEVELOPMENT CO-ORDINATOR
CORE HOURS REQUIRED: 40 HOURS PER WEEK, HYBRID
SALARY: £25K+ PA & BENEFITS

PRIMARY RESPONSIBILITIES

It is expected that you will take ownership of the following:

Co-ordinating the administration and logistics for all learning and wider organisational development activities

Providing support for the development and maintenance of training programmes covering all areas of training activity and ensuring a smooth training journey for all Neg Earth Lights staff

Maintaining new or changes in Job titles across the HRIS and Learning Management system (LMS)

Ensuring new starters and leavers are correctly administered in the LMS and pre-onboarding and onboarding learning paths are released in a timely manner

Co-ordinating feedback and working with managers to improve the quality of internal and external training

Ensuring that all systems and documentation are kept up-to-date

Engaging with the wider Neg team as the main point of contact for all learning and development queries

Ensuring all documentation, records and transactions are compliant with HR legal requirements and Neg Earth Lights policies & procedures

YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

Prior experience in using HR and LMS systems

Excellent verbal and written communication skills

Strong interpersonal skills

Organised, with a very strong attention to detail with the ability to work accurately and independently

Proficiency with IT, specifically Microsoft Office (Word, Excel, PowerPoint, Outlook)

Adaptable and able to succeed in a changeable environment

Confident with the ability to develop and maintain professional relationships at all levels within the organisation, as well as with external providers

TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to people@negearth.co.uk.

1) Are you eligible to live and work in the UK?

2) Will you require sponsorship to continue to live and work in the UK in the future?

3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.

4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?

5) What is your current notice period?