



**Essex**  
Wildlife Trust

# Learning and Development Training Assistant

We have an exciting opportunity for an enthusiastic Learning and Development Assistant to join us at Essex Wildlife Trust to provide administrative support for training across our workforce of employees and volunteers.

## About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We are one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are **Impactful**, **Collaborative**, **United** and **Proactive**.





## The Role

The Learning and Development Assistant role provides essential administrative support for training and development within the Trust, working closely with the Senior Business Partner - Learning and Development, to foster a strong culture of learning.

Responsibilities include coordinating mandatory and optional training for staff and volunteers, acting as the primary contact for training queries and maintaining accurate records, including for new starters and leavers.

Key tasks include system administration, scheduling training sessions, booking providers and venues, managing attendance records and tracking attendance and training renewals. Ensuring cost-effective training is arranged, the post holder will review and compare training costs together with producing reports and budget records are maintained.

Within the People & Culture team, the role also supports Reception duties (together with our wonderful Volunteers), updating and maintaining the People and Culture SharePoint “Learning Hub”, and contributing to a positive work environment, upholding the Trust’s values: Impactful, Collaborative, United, and Proactive.





## Job Description

- Overseeing administration and support of the Trusts' mandatory and non-mandatory training, and L&D activities for staff and volunteers. Being the first point of contact for all training queries.
- Updating records and systems with new starters and leavers, ensuring all training records across the Trust are kept up to date.
- Liaising with line managers and volunteer managers in relation to training requirements, for new starters and refresher training.
- Collate training needs and maintain a training spreadsheet/matrix for regular audits.
- Efficiently manage cost effective training, considering a range of delivery methods in sites across Essex, utilising existing resources.
- Schedule training sessions, book external providers and rooms, manage staff bookings, provide joining instructions, provide attendance list to trainers, ensure sign-in sheets are completed, kept and logged for each training course.
- Raise purchase orders and process invoices for external training providers for approved and budgeted training.
- Set up and set down in-house training days and L&D events, such as our corporate induction day, and meet and greet external trainers.
- Record attendance, maintain effective liaison with all line managers and volunteer managers to ensure compliance with attendance requirements and follow up non-attendance.
- Send evaluations forms, record and review results for quality monitoring purposes to ensure high quality and effectiveness.
- Monitor the Training inbox, respond in an efficient and timely manner.
- Review and update the Trusts intranet site with resources available for staff on our learning hub.
- Produce quarterly metrics for reporting on Key Performance Indicators, with other regular reports to the L&D Business Partner on the Trusts compliance records and evaluations.
- Keep budgets spreadsheet up to date throughout the year with committed and forecast spends.



- Support the wider People & Culture team to ensure the provision of reception support service, to ensure strong cultural engagement with staff and visitors, either in person, via telephone or through email, answering queries appropriately and signposting accurately and efficiently.
- Take meeting minutes when required.
- Work effectively with colleagues across the Trust and demonstrate the values of being Impactful, Collaborative, United and Proactive.
- Undertake any other duties assigned by the L&D Business Partner that are deemed to be within the scope of the role and the contract of employment.

#### **Additional Information**

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel. The Trust offers flexible homeworking arrangements.

*Hot drinks*

- Tea / Herbal Tea £1.40
- Black Coffee £1.80
- White Coffee £1.80
- Cappuccino £2.00
- Caffe Latte £2.00
- Espresso £2.00
- Double Espresso £2.20
- Macchiato £2.00
- Mochaccino £2.00
- Chocolate £2.00
- Strong B...



*Bike + Essex = Cake*

Abberton's Special!  
Fresh Bacon Rolls

**FOOD ALLERGIES and INTOLERANCES**  
Please speak to our staff about the ingredients in your meal, when making your order. Thank you.

# Person Specification

- L&D or prior administrative experience.
- General administrative experience to include note taking, letter writing, email formulation, copying, scanning and filing (electronically).
- Competent user of MS Office (Word, Excel, PowerPoint, Teams and SharePoint).
- Confident entering, managing and reporting on data to track metrics and outcomes using online platforms and spreadsheets.
- Ability to compile, interpret and present reports on training completion rates, feedback scores, and training impact.
- Good verbal and written communication skills with strong attention to detail, high levels of accuracy, and the ability to build positive relationships with and influence a range of stakeholders.
- Organisational skills and good time management skills
- Able to manage multiple projects.
- Has the desire to provide a fantastic service to the team and the organisation and the ability to proactively make suggestions for process improvement where appropriate.
- Ability to work under own initiative and to work as part of a team with a solution based focus.
- Honesty, integrity and ability to maintain confidentiality, discretion and professional working relationships at all times.
- Someone who embodies and works to achieve the Trust's values.
- Demonstrable commitment to equality, diversity and inclusion both personally and professionally.
- Has a strong commitment to conservation and wildlife.





Credit: Luke Massey

## Terms

This role is a one year fixed-term position working 22.5 hours per week (we can be flexible on the hours and days). We are proud of the flexible working practices at Essex Wildlife Trust and would be happy to consider requests to work flexibly.

The starting salary for this post is £13,384.80 per annum (FTE £22,308.00) and based at our Head Office location at the beautiful Abbots Hall in Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

## How to Apply

To apply for this opportunity, please submit an online application via our website by 9:00am on Friday 29 November 2024. The interviews will be held on Monday 09 December 2024.

Thank you for your interest in this position and I look forward to receiving your application.

**Megan Barton**  
Senior Business Partner - People



