Learning and Development Co-ordinator

Hours: Full time position, 37.5h/week
Location: Based at Findhorn, Forres, Scotland
Salary: £19,305 per annum

This is a fantastic opportunity to work within the People Area of the Findhorn Foundation. You will be identifying training needs for the whole organisation. This will give you the opportunity to develop relationships at all levels and even to reach out into the wider Community. If you are committed to lifelong learning and get fired up by the thought of helping people to grow and flourish, then this could be the ideal job for you.

RESPONSIBILITIES:

- Assessing the Foundation's internal training needs
- Working together with partner organisations to develop our capacity to offer continuing professional development trainings
- Identifying trainings to focus on the Foundation's transformational learning curriculum skills-based training in our workplaces
- Scheduling and organising the delivery of training sessions according to business need
- Maintaining internal records/spreadsheets of staff training and development, highlighting what is due for renewal
- Maintain training documentation including records of attendance, program materials, and evaluations

REQUIREMENTS/SKILLS:

- Previous experience of working in Learning & Development or Organisational Development department/function
- A strong knowledge of the day to day Findhorn operations to assist in creating effective training strategies
- Excellent communication and organisational skills
- Proficient in IT, especially Google Workspace and Microsoft packages.

To apply: Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to hr@findhorn.org.

Closing date: Friday 6th January 2023. Interviews may be held as and when applications come in.

Please note, that due to our transition to a SCIO, we are currently unable to sponsor applicants requiring a visa to work in the UK.