



**Ambitious
about Autism**

Learning and Organisational Development Coordinator

Job description, 2024

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Job description

Job title	Learning and Organisational Development Coordinator	Team	People
Job band	£26,917 - £30,309 (depending on skills and experience)	Reporting to	Learning and Organisational Development Partner
Hours	35 hours per week, 9am-5pm. Hybrid working.	Line manages	N/A

Approved by: Director of People and Culture

Updated: June 2024

Role purpose

The Learning & Organisational Development Coordinator plays a crucial role in supporting the administration and coordination of learning and organisational development initiatives within the Charity. Working closely with the Learning & Organisational Development team, this role ensures the smooth implementation of training programs, development initiatives, and cultural change projects across the organisation.

Key accountabilities and dimensions

- Provide efficient administrative support for learning and organisational development activities, maintaining high levels of accuracy in all tasks.
- Assist in promoting and publicising training courses and events internally.
- Support with administrative tasks related to training materials and resources.
- Maintain records and certifications to ensure compliance with learning and training regulations, meeting requirements such as Ofsted and CQC inspections.
- Develop, maintain, and support the Learning Management System (LMS) by maintaining learning paths, running reports, uploading relevant content, and responding to queries.
- Coordinate the delivery of onboarding induction, continued learning and development programs, and OD interventions as directed.
- Assist in managing various learning tools and platforms, including SharePoint and iHASCO eLearning, and update and develop eLearning content using tools like Articulate.
- Assist in setting up virtual sessions, manage technical aspects, and support workshop moderation, including building evaluative quick polls, monitoring chat content, managing technical delivery (e.g. sharing slides, playing videos, setting up breakout rooms).
- Support the deployment, reporting, and use of development tools such as Insights.
- Manage the learning help inbox, responding to queries professionally and promptly.
- Provide coordination support for the Ambitious Leaders Programme, including cohort arrangements, calendar invitations, joining instructions, ILM registrations, and collating evaluation forms and data for analysis.
- Liaise with external providers, suppliers, and internal stakeholders as needed.

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Undertake other duties as required and agreed upon with the Business Partner.

Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Level 2 English and Maths or equivalent experience	X
2. Experience in providing administrative support in Human Resources or Learning and Development	X
3. Associate member of CIPD and/or working to attain a professional qualification in the field of learning and organisational development	X
4. Administrative experience with a Learning Management System	X
5. Strong organisational, multi-tasking skills with the ability to prioritise tasks effectively	X
6. Proficiency in in MS Office Suite (Word, Excel, PowerPoint, Outlook, O365) and ability to learn new systems.	X
7. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
8. Excellent written and verbal communication, interpersonal, and presentation skills.	X
9. Self-starter who can work autonomously and as a team player when required with a can-do attitude.	X
10. Excellent attention to detail and accuracy	X
11. Good knowledge and understanding of data protection and ability to manage data and information securely.	X
12. Good appreciation of working in an inclusive and diversity-aware culture	X
13. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	Sunday 23rd June 2024
Candidates informed of outcome of application	W/C Monday 24th June 2024
Interviews (these will be conducted online via Teams)	W/C Monday 1st July 2024

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, jaxford@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

The Pears National Centre for Autism Education
Woodside Avenue, London N10 3JA

☎ 020 8815 5444

✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.