



Job Specification

For: Learning & Training Management Systems Co-ordinator

Ref: VR/01282

Job Description

Location: Medway / Maidstone, Kent / Hybrid

Salary: £27K-32K per annum

Training and Learning Management Systems / LMS Coordinator required to join a first-class training organisation based in Chatham.

£27K-32K excellent benefits to include hybrid working, 37 hour per week, 6 weeks holidays (plus bank hols), contributory pension, private healthcare, on-site gym / sports equipment, sick pay, cycle to work, on-going professional development and mental health support.

This is a new and exciting opportunity to join a company with an ambitious vision: to be the UK's most innovative training design and delivery partner, trusted by our customers to prepare them for tomorrow.

The company is growing and needs an experienced Training and Learning Management Systems / LMS Coordinator to manage, support and develop the training and learning management systems operated and used by the company, along with associated platforms and services.

The company is investing in a new training and learning management system to support delivering of commercial training courses, and this will be the main focus of the job. However, as the company grows and develops, other similar platforms used for internal staff training and other purposes may come into scope.

LMS Coordinator Essential experience

- Managing a learning management system
- Knowledge of digital and blended learning pedagogy, allied with experience of setting up effective and efficient courses on a learning management system.
- A keen understanding of an outstanding learner / user experience, coupled with an eye for detail and consistency.
- Using image / video / audio editing tools
- ICT skills

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- Customer service skills
- Matrix-working
- Excellent written and verbal communication skills, with a high standard of English
- Excellent organisational skills

Desirable experience

- Working in the commercial on-line training / blended learning market
- Managing the LearnUpon learning management system
- Managing / using a CRM system (e.g. Hubspot)
- Using development tools such as HTML
- Working in an educational setting
- Working in a consultancy setting
- Project Management

Background

The company is a wholly owned subsidiary of MidKent College. The company was established in 2008 as part of an innovative public private partnership with the Ministry of Defence to provide training at The Royal School of Military Engineering (RSME) in Chatham, Kent.

Over the last 15 years, the company has developed deep subject specialism and experience across construction, engineering and associated professional skills. This specialist expertise has been underpinned the company's work at the RSME - the design, delivery, assessment and management of a wide range of high-quality artisan, technical and professional training. The company has grown to become an outstanding expert in the design and delivery of innovative teaching, learning and assessment.

The company has an exciting future ahead. The success of the company's work at the RSME means it is now able to maximise opportunities to grow and further diversify, so that it can support more employers, training providers and awarding organisations to help their learners achieve their goals.

The Opportunity

The company is seeking an experienced Learning and Training Management Systems Coordinator with knowledge of digital and blended learning pedagogy,

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allied with experience of setting up effective and efficient courses on a learning management system.

The Training and Learning Management Systems Coordinator will work with stakeholders to set-up new courses and maintain and improve existing courses, both blended and purely online, on the training and learning management systems. They will liaise with content development teams on the development of materials, manage the systems and develop effective reporting and analytics. They will work with stakeholders to develop integrations, automations and data sharing, and to ensure the ongoing compliance of systems. They will also support business development related activities. Providing excellent customer service is key, so the successful applicant will need a keen understanding of an outstanding learner / user experience, coupled with an eye for detail and consistency. Experience of working in the commercial on-line training / blended learning market along with a business growth mindset are highly desirable.

Full job description is available on request.

Hybrid working is available for this role, with the postholder attending our Medway or Maidstone sites and the sites of our customers as required. Occasional travel to customer sites may be required.

Whilst expected to be a full-time role, we would consider applications for part-time working (with a pro-rata salary).

The company is committed to creating a diverse and inclusive workplace. All applications will be considered. We provide support through our Mental Health First Aid and Coaching and Mentoring schemes. We are accredited Investors in People, ISO accredited, and we have a Gold Award in the Medway Healthy Workplaces Programme. We have won several Health & Safety awards and recently won a Princess Royal Award for one of our employee learning and development programmes.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Closing date for applications: Friday 13th February 2024.

Compiled by : **Fiona Louch**
Compiled on : **02/05/24**

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