

**Job Advert: Training and Development Coordinator**

**Job Title:** Training and Development Coordinator

**Grade:** NJC scale point 20-26 (currently £29,630 - £34,090, FTE per annum inclusive of Inner London Weighting). Salary will be Pro-rata for 28 hours

**Hours:** 28 hrs. per week (working pattern to be confirmed in consultation with postholder)

**Accountable to:** CEO

**Supervised by:** Fundraising and Events Coordinator

**Location:** London Borough of Tower Hamlets

**Contract Term:** Initial contract to June 2022 (extension subject to funding)

**Closing Date:**  12noon, Monday 8th November 2021

Mind in Tower Hamlets and Newham is a charity providing a wide range of services for residents including counselling, mental health support services, advocacy, and community engagement activities. We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. Over the last 18 months we have explored racism and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective towards becoming an anti-racist organisation (ARO).

This is a new role, developed to oversee and deliver a programme of training opportunities, or coordinate delivery by external trainers as well as developing a range of training resources. The role will work alongside commissioners (Tower Hamlets Public Health) and stakeholders to promote mental health and wellbeing amongst Small Business owners and managers relevant to the workplace.

The ideal candidate will be educated to degree level or equivalent and have experience, skills, and knowledge in the following:

* Qualified in Training, Train the Trainer, or other qualification essential for delivering workshops
* Experience of working in a training and development environment
* Demonstration of respect for diversity, inclusivity, and good working relationships

There are opportunities for training and benefits including: a company pension, 30 days’ annual leave pro-rated until the end of contract, a comprehensive E-Learning Programme, access to the Employment Assistance Programme (EAP) and Death-In-Service benefits.

This post is subject to an enhanced Disclosure and Barring Service Check.

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**Interviews:** 15th November 2021

**Applications welcome from all sections of the community**