

**LEARNING AND ORGANISATIONAL DEVELOPMENT ASSISTANT**

**£16,481 - £17,547**

We have an exciting opportunity for a talented and experienced Learning and Organisational Development Assistant.

This role is to provide assistance in undertaking a variety of I.T. duties, e.g. operate various software packages, produce electronic reports, compile and store statistical information. The successful candidate will be required to assist with registering of candidates with the Awarding Body, and maintain relevant records including notification of candidate’s achievements and certification requests. To support department managers in the delivery of exceptional services to our community and key stakeholders.

**Required Skills/Experience:**

* Experience of working in a clerical/administrative environment
* Ability to effectively work to tight deadlines
* Proven experience of inputting data accurately
* Skilled in the areas of typing/WP duties, reception and clerical duties.

On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 41 days holiday, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

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Closing Date: 8 June 2017 12:00 noon

Interviews: Week Commencing 12 June 2017

We positively welcome applications from all individuals within the community particularly those who are from under-represented groups.

Working towards equality and diversity for the community we serve

