

Post Title: Learning and Development Administrator	Location Base: Bournemouth International Centre, with travel to other BH Live sites as and when required.	Reporting To: Learning and Development Manager
Summary of role		
<p>To support the Learning and Development Manager to deliver our training strategy and learning programme across BH Live.</p> <p>Maintain accurate learning records to ensure compliance and monitor completion of courses.</p>		
<ul style="list-style-type: none"> • Support the ongoing management and improvement of the induction and on-boarding programme. Allocate and track completions. • Support the work experience and apprenticeship programmes through internal and external recruitment and on the job support as needed. • Occasional attendance at outreach career fairs and network events to promote opportunities. • To work closely with the Learning and Development Manager, supporting the training strategy and training calendar. • Review existing training programmes to ensure that they are fit for purpose and equip our employees with the skills they need to succeed. Work with colleagues to develop new solutions. • Maintain our e-learning platform, ensuring that all team members complete their allocated training and report on completion rates. • Review colleagues training requests, recommending approvals as appropriate, to the Learning and Development Manager. • Undertake audits of colleagues qualifications, monitor expiry dates and keep records up to date. • Occasional requirement to attend out-of-hours (evenings) to support learning and development activities and outreach events. • Evaluate and report on the impact of training activity. Review training feedback and escalate any areas to be addressed. 		

Skills and experience	
Details	Criteria
Ability to communicate and engage with people across all levels	Essential
Understanding of e learning packages	Desirable
Organised multi-tasker with excellent attention to detail	Essential
Ability to work on own initiative and achieve deadlines	Essential
Coaching and relationship building skills	Essential
IT literacy skills including proficient use of Word, Excel & PowerPoint	Essential
A track record of creating and maintaining strong working relationships and working collaboratively with colleagues both on site and remotely.	Essential
Qualifications	
Professional qualification in either Learning and Development or HR	Desirable

Roles and responsibilities will evolve and change over time.

Owner: HR
Date updated/date effective from: 9.10.2025