

# Disruptors, Innovators, Experts

Diversity and Inclusion consultancy,  
training and software



## Learning co-ordinator - C25k per annum

**Full-time or Part-time with Flexible Working**

**Virtual or Office based, location flexible**

### The opportunity

We are passionate about making the world a better place. Known for being Disruptors, Innovators and Experts in Diversity & Inclusion we have been on an incredible journey and the best is yet to come. Our planned growth next year includes expanding our global capability in response to rapidly growing demand for our audits, training and toolkits. We need your help as we continue to grow, expand and deliver great things for our clients.

This is a, thought provoking and busy environment with an incredible global client base that we are very proud of and thoroughly enjoy working with. Our clients are at the heart of everything we do, we like them to feel as proud as we do about the relationship. This role is an addition to the existing operations and projects team with a specific remit to support the learning business.

We love new ideas, thinking and different backgrounds and perspectives, your voice will always be heard.

It's important to us that we maintain the quality and depth of our offer and that we as a team represent diversity in our backgrounds and thinking.

We need you to live our values around high performance, be client focussed, work in an inclusive way, be innovative, respectful and curious.

### What you will do

Comprising a mix of learning co-ordination and learning administration, materials management and team collaboration, you will be supporting a Senior Learning Co-ordinator. You will be responsive for internal and external requests to support the learning delivery. Our programmes are all designed to stretch peoples thinking, encourage behavioural change and provide a platform for diversity and inclusion. Often our audiences are senior leaders and expert professionals, making this role essential to ensure excellence in learning delivery and support to ensure an inclusive learning experience.

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## Key responsibilities:

- To co-ordinate seamlessly with the learning team to provide a responsive, high quality learning administration.
- To support the Senior Learning Co-Ordinator with the booking and management of facilitators, including all tasks related to managing and scheduling learning sessions.
- Manage administrative tasks for learning including but not limited to creating learning sessions, registering participants, post workshop management, feedback and reporting.
- Register participants for the digital learning team and provide associated reporting efficiently and accurately.
- Ensure the materials library of course content contains the latest editions with effective version control.
- To support the development of all proposals, contracts and course materials to meet internal and client brand guidelines and quality standards, providing proof checking and quality assurance.
- Effectively use internal systems for document tracking and storage, including customer relationship management and contact information.

## What will you bring to the role?

You will bring initiative, co-ordination and support to this rapidly expanding area of the business. Supporting the delivery of service excellence to external stakeholders, whilst co-ordinating the complex logistics of multiple learning delivery.

## Knowledge, skills and experience

The ability to co-ordinate services which involve a high level of inter-action with others and which can be subject to regular and last minute changes requiring adaptability.

The ability to manage busy diaries for self and others, optimise time management and efficiency, including booking of travel and accommodation as required.

Ability to proactively highlight areas of improvement where materials or process need attention.

Experience of co-ordinating the development of written materials within brand guidelines using Powerpoint, Excel and Word proficiently and creatively.

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Experience of working with digital systems and willingness to learn to use new management systems to support the learning function.

Attention to detail, to a proof reading standard and the ability to provide quality assurance of documentation.

Respect for others.

## Competencies

- Customer Focus
- Judgement
- Initiative
- Planning and Organising
- Teamwork

This role can be delivered virtually where we set you up to work from your home or, from our modern high tech offices in the North West of England. Most of our team work remotely and flexibly and many are based in the South East of England. We trust our team to deliver and ensure we have a working pattern that works for you and for us.

## What we can offer

We can offer you the opportunity to work with some awesome clients such as Lloyd's, Atkins, Page Group and Ofcom and influence the strategic direction for inclusion across sectors as we are doing in Insurance and Infrastructure. The Clear Company team deliver exceptional change and this role offers the satisfaction that you have helped clients to change the world of work creating more inclusive workplaces.

There is also opportunity to learn from each other. We have some great people in our team who have some diverse knowledge and expertise, working on disruptive and innovative inclusive best practice with government and businesses.

We have opportunities to progress as we are growing and have career paths into operations, consultancy and account management over time. Equally we fully respect and support our colleagues who are happy in their current role and are not looking for additional responsibility at this time. At the Clear Company every day is different as that we are always challenging ourselves as a team and that we value everyone highly.

We can support training and development in house and external qualifications as appropriate, provide coaching and support in work. We have a flexible working policy, are disability confident leaders for whom workplace adjustments are business as usual.

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## How to find out more

To find out more about this opportunity please contact: Claire Bonham -  
[joinus@theclearcompany.co.uk](mailto:joinus@theclearcompany.co.uk)

## How to apply

To apply, please send your CV to: [joinus@theclearcompany.co.uk](mailto:joinus@theclearcompany.co.uk)

## The application process

Please be aware that the recruitment process will comprise of a competency based interview and a work based exercise.

We want to make sure we do all we can to make this a really positive experience for you. Please [click this link](#) which will take you through a simple process to identify any adjustments or additional support we can provide beforehand or on the day.