



Job Description

Learning & Development Administrator

Purpose

Reporting to the Learning & Development Manager, the Learning & Development Administrator provides essential administrative support to the L&D function. The role ensures that training activities are well organised, accurately recorded, and smoothly delivered across the business. You will play a key role in supporting employee development by helping coordinate training, maintaining learning records, and supporting the delivery of induction, compliance, and development programmes.

You will be a key contributor to ILG's success by ensuring our employees have the skills and capabilities required to perform their roles effectively while supporting their ongoing professional development.

Key Responsibilities

Training Coordination & Administration

- Coordinate external and internally delivered training, ensuring managers are kept informed of renewal dates
- Send joining instructions and confirm attendance with delegates and managers.
- Arrange training rooms, equipment, and materials as required.
- Liaise with training providers to confirm course details
- Raise purchase orders and process invoices in line with internal procedures.
- Issue training certificates and maintain accurate training records

Learning Management System (LMS) Administration

- Assign and monitor completion of online induction for all new starters
- Enrol employees onto e-learning modules.
- Maintain accurate and up-to-date training records
- Support the online Performance Development Review (PDR) process
- Produce eLearning and PDR reports using existing templates
- Provide day to day administration and support for the LMS.

Apprenticeships & Qualifications Support

- Support onboarding of apprenticeships and professional qualifications
- Maintain records of key milestones, progress and achievements

General L&D Support

- Respond to general training and development queries
- Provide administrative support to the Learning & Development team as required.
- Support the smooth running of the L&D function on a day-to-day basis.

Personal Qualities

- Excellent organisational and administrative skills
- Ability to prioritise and manage multiple tasks effectively
- Strong attention to detail across all tasks essential
- Clear and confident written and verbal communication skills
- Competent user of Microsoft Office, particularly Excel and Word
- Positive, proactive attitude with a willingness to learn
- Enjoys working collaboratively in a busy team environment
- An Interest in Learning & Development