

## **Training and Professional Development Officer**

25 – 30 hours per week, term time only plus 5 days

Grade 13 £23,893 - £25,979 Full-time equivalent

Actual Salary (based on 30 hours, 39 weeks per year) £16,589 pa

**Wessex Learning Trust are looking to appoint a highly motivated and dynamic Training and Professional Development Officer to enhance and implement training for all of our Wessex colleagues.**

We are looking for a candidate with experience of working in a busy, evolving environment, with enviable attention for detail and a drive to make a difference. This role will aid the strategic planning of training and development, co-ordination of networks, school improvement training and CPD.

### **Candidates will need to demonstrate the following:**

- Ability to work in a fast-moving environment, often with conflicting priorities.
- Administrative experience, including managing calendars, administrating and co-ordinating meetings and networks, preparing papers and agendas.
- Excellent telephone, written and communication skills.
- Outstanding interpersonal skills and ability to communicate with various stake holders.
- Competent at using IT software, including Microsoft Office and other information systems.
- Able to work efficiently under pressure whilst maintaining calm and professional manner at all times.

### **It is an exciting time to join the Wessex family as we grow, we can offer:**

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, Carefirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee.
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.

If you are a motivated individual with the skills, ability, and determination to achieve and flourish within a superb Trust, we would be delighted to hear from you. If you wish to discuss the role informally prior to making an application, please contact the HR team on the email address below.

To apply for this position, please complete a letter of application for the attention of Ms Sarah Hobbs (Director of Learning). Applications should be returned by email to [HR@wessexlearningtrust.co.uk](mailto:HR@wessexlearningtrust.co.uk). We reserve the right to close the application process early and therefore encourage prompt applications.

**Closing date: 19 August 2024**

**Interview dates: TBC**

***The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.***