



# We're **hiring!**

Join our team



**Learning & Development  
Coordinator**

Role: Learning & Development Coordinator

Location: Homebased with occasional travel for training interventions and team meetings

Salary: £26,000 - £27,500 per annum pls company benefits

### About Us

PAM Group has a workforce consisting of over 550 staff based regionally throughout the UK who provide a comprehensive range of high-quality services, delivered through a bespoke combination of on-site staff, remote services (including telephone & secure video conferencing) and clinic-based services via a UK wide network of PAM clinics.

Services are offered nationwide; we have established regional management teams to support clients locally. Supporting this is our extensive IT capability, recognised quality management systems and solid financial standing.

### Role

The Learning and Development Coordinator will have responsibility for the coordination and administration of a range of learning and development activities and projects as directed by the Academy and Learning Development Manager, ensuring the development and maintenance of robust learning and development systems and processes.

- ❖ The first point of contact for learning and development queries and to be responsible for all related administration.
- ❖ Establishing systems and procedures to ensure the efficiency and effectiveness of the Academy and Learning and Development function.
- ❖ Arranging hospitality, room layout and equipment for participants attending workshops and events, liaison with trainers, booking training rooms, printing, and distributing course materials and ensuring required equipment is available and in working order for the efficient running of all relevant events.
- ❖ Carrying out research as directed into training providers or other information.
- ❖ Assisting with the High Performing People process; ensuring documentation is returned and logged in line with the procedural timelines and reports produced, working with the Learning and development Manager.
- ❖ Developing and maintaining accurate and easily accessible records and processes for all learning and development activities and processes including recording and monitoring attendance, ensuring that colleagues required to attend specific workshops are easily identified and followed up.
- ❖ Responsibility for monitoring and evaluating learning and Academy activities, producing accurate and up-to-date data analysis.
- ❖ Responsibility for the coordination and delivery of a range of projects and regular events. This will include producing and keeping updated project plans, arranging meetings, and ensuring systems and processes are established and projects delivered to agreed timescales.
- ❖ Supporting the Academy and Learning and Development team with projects as required including ensuring that all the information contained on the intranet and learning management systems is accurate, up-to-date, and regularly maintained.
- ❖ Adhering to and co-operate with all PAM Group policies and procedures and ensure effective implementation.

### About You

- ❖ Learning and development qualification or equivalent
- ❖ Previous experience working in a fast paced, customer focussed environment
- ❖ Demonstrable experience of data analysis and reporting
- ❖ Experience of providing support to meetings and events to enable them to run effectively
- ❖ Experience of working within a learning and development / people function

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the

PAM Team. [Recruitment@pamgroup.co.uk](mailto:Recruitment@pamgroup.co.uk)

- ❖ Experience of working with learning management systems
- ❖ Excellent IT skills, including proficiency in the full Microsoft Office suite.
- ❖ Great at building relationships at all levels with a high degree of emotional intelligence
- ❖ Excellent communication skills
- ❖ Good organisation skills the ability to work to deadlines & prioritise.

## Employee Benefits

- ❖ Industry Leading Healthcare Scheme – Opticians, Dental, Physio & more!
- ❖ Excellent Pension Plan - 8% auto-enrolment and up to 5% matched contribution
- ❖ 24/7 Doctor helpline – book a telephone or video appointment with a GP
- ❖ Employee Assistance Program – 24/7 telephone counselling helpline
- ❖ Flexible working hours and 33 days annual leave (includes bank holidays)
- ❖ Top training and development opportunities, with best-in-class tech gear

## Our Values

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA.
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors' colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. [Recruitment@pamgroup.co.uk](mailto:Recruitment@pamgroup.co.uk)