

Training Coordinator Vacancy

Salary £25,334.00-£26,845.00

At Landlord Accreditation Scotland (LAS) we owe our success to the excellent training offered and efficiency of our organizational processes. The team at LAS pride themselves delivering exceptional customer service and anticipating the needs of our clients.

To help maintain and grow this standard, we're seeking an experienced well-presented and professional training coordinator for this critical public facing role.

As an ideal candidate, you'll be experienced in the dual aspects of training facilitation and training schedule management.

The facilitation aspect refers to the delivery of instructor led and virtual classroom training to customers across the private rented sector industry in Scotland.

The training schedule management part of the role is key in ensuring a broad range of topics are available for the various sectors within the industry to meet their business and regulatory requirements.

LAS is an established organisation which has done undergone a period of transformation over the past two years and we continue to expand the business.

LAS is looking for professionals who are:

- Great communicators both in written and oral form.
- Results oriented.
- Excellent in their organisational skills.
- Enthusiastic and engaging – able to positively guide participants to achieve defined learning outcomes
- Well organised – manages own time and resources, to ensure that deadlines are met whilst willing to be agile.
- Customer oriented – focused on meeting the expectations of individual learners and the client organisation
- Team oriented – enjoys being part of a collaborative team environment and contributing to the success of the fellow team members.
- Continuously updates and improves knowledge, skills and attitudes pertaining to learning design and delivery.
- Self-confident with a strong but friendly interpersonal style
- Open to receive feedback, without defensiveness

You will be part of creating the future through development and collaborative working with peers and partner companies.

As a training coordinator at LAS, you will be responsible for:

- Collaborating with the internal and client stakeholders to prepare for delivery of training events covering factors such as set up of virtual platforms, timings, and materials
- Attending pre-session briefings with the trainers and course sponsors to agree roles to ensure a seamless and high-quality learning experience for participants

- Linking business issues to personal on-the-job experiences to provide feedback to management team on any suggested improvements or changes to training provision
- Managing group dynamics within the learning environment, to direct the flow of discussions towards learning objectives to assist trainers
- Delivering virtual events on a range of virtual platforms including Zoom and MS Teams
- Working in collaboration with Marketing Lead on all campaigns to promote LAS courses, events, and accreditation to maximise attendance and uptake
- Updating the financial reports for all courses on a weekly, quarterly, and annual basis
- Representing LAS to all customers, sponsors, and local authority partners. Manage the scheduling of both the public and bespoke training calendar
- Managing the delivery of bespoke virtual classroom and learning solutions
- Preparing participant materials, scripts and supplemental material for all styles learning delivery

LAS is looking for a candidate with:

- Bachelor's degree or equivalent qualification.
- Minimum 3 years' experience involving learning facilitation with 2 years of online delivery experience
- Known for delivering or coordinating high quality work that meets expectations for timeliness, accuracy, and completeness
- Strong Microsoft Word and PowerPoint skills required
- Competence with WordPress and Zoom platform

LAS Values

Excellent Customer Service– Meeting our challenge to be a high-performing organisation

Inclusion & Diversity – Treating everyone with dignity and respect

Integrity – transparent and efficient with our time, resources, and delivery.

Teamwork –working together to bring about success.