



Application Pack

Learning and Events Coordinator

We want our application process to be right for you as an individual. If there's anything we can do to make the process below more straightforward for you, please email recruitment@barnwoodtrust.org and we will contact you to discuss what support we may be able to provide.

Our careers page on our [website](#) has some examples of things we may be able to put in place.

We are recruiting for:

- 1 x Part Time (12 months Fixed-term Contract)

The application pack consists of the following:

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After reading this pack, you will need to complete our online application form:

- Answer the 3-role specific competency-based questions.
- Provide your personal details, work history and experience.
- Please consider completing our equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.
- **Deadline for applications: 12.00 noon on Wednesday 21st August 2024**
- **First interviews: Tuesday 3rd September or Thursday 5th September 2024**
- **Second stage interviews: Thursday 12th September 2024**



Barnwood Trust

Barnwood is an independent charitable Trust. We get millions of pounds of funding out into the county every year. But money is only part of the story.

We join with the people, communities and organisations in Gloucestershire's disability and mental health movement – creating change so that disabled people and people with mental health conditions have choice of opportunities, access their rights, and are included where they live.

What do we do? We investigate the long-term, complex issues and barriers faced by disabled people and people with mental health conditions. We share research, develop projects, and run campaigns to influence the change that's needed. We partner with local organisations, involve people with lived experience directly in our work, and look for better ways to fund.

Barnwood Trust was set up over 200 years ago. Today, we are not your typical funder, and we don't work in isolation. Learning and collaboration run through everything we do. We bring people together for a different conversation and explore big ideas.

We listen and add clout where we can, to help make changes happen – building belonging and making a difference in the life of the county.

We are a mixed team of staff and Trustees at Barnwood with lived experiences of disability, mental health and neurodivergent conditions, and passionate allies in the disability and mental health movement.

Our Values

Focused



Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges



Terms and Conditions

1 x Part Time (12 months Fixed-Term Contract)

(19 hrs p/week).

Salary: £16,023 p/a pro rata 19 hours per week (FTE £31,624).

- We welcome applications from people looking for part time hours (19 hours per week). We offer a flexible start between 8am and 9.30am Monday to Friday
- 22 days holiday inc. bank holidays p/a pro rata (FTE 36 days inc. bank holidays).
- Life Assurance (3 x Salary)
- Pension Contributions list

Due to the nature of its duties, this position is predominantly based in our office in central Cheltenham with only occasional and irregular opportunities for home working.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health conditions and expects all employees to share this commitment.

All offers of employment are subject to several employment reference checks and a basic DBS check provided by the Trust.



Job Description

PURPOSE

To provide coordination and administration support for Barnwood Trust's internal learning programme, engaging staff and Trustees in individual, team and organisation-wide learning and development activities and events.

INTRODUCTION & BACKGROUND

Barnwood Trust is a long-established charitable Trust in Gloucestershire.

Its vision is that Gloucestershire will be a better place when disabled people and people with mental health conditions are equal, empowered and their rights are upheld.

The Trust's purpose is to act as an agent of social change, working alongside disabled people and people with mental health conditions to create that change.

Our work is focused on three strategic goals:

- Disabled people and people with mental health conditions across Gloucestershire have choice of **opportunities** that meet their hopes and passions.
- Disabled people and people with mental health conditions across Gloucestershire are **included** and involved in their communities and the places where they live.
- Disabled people and people with mental health conditions across Gloucestershire access their **rights** and see positive change on disability issues.

POSITION IN ORGANISATION

The Internal Learning and Events Coordinator is a part-time role which sits within the Insights and Engagement Team, whose primary function is to engage with people in the county who want to drive positive change that benefits disabled people and people with mental health conditions.

The Internal Learning and Events Coordinator reports to the Marketing and Communications Manager and is a member of the Insights & Engagement Team.



OUTLINE OF FUNCTION

Coordination of organisation and team learning and development

- Support the People Management Team to devise and oversee implementation of the annual Organisation Learning and Development Plan (OLDP), providing administration and logistical assistance, including to:
 - Coordinate the planning and review of team learning activities, supporting People Managers and teams to produce annual team learning plans.
 - Support the Head of People and Operations with coordination of an annual programme of compliance training, across the whole team, for HR and health and safety purposes.
 - Support the Designated Safeguarding Lead with coordination of an annual programme of safeguarding training across the whole team.
- Support People Managers to create a positive culture of learning and development within teams, providing clear and timely templates and materials to engage teams in identifying and planning individual and team learning and development activities.
- Report on internal learning expenditure, against the Organisation Learning and Development budget.

Supporting delivery of accessible internal learning and events

- Administrate and assist in the delivery of internal learning, identifying and contracting with appropriate learning providers, and liaising on all practical delivery arrangements.
- Ensure high standards of content and accessibility of internal learning activities and events are delivered across the Trust, in line with internal accessibility guidelines, in collaboration with the Internal Communications Manager.



- Provide administrative support to the booking process, keeping accurate records of enquiries and payments, and liaising with attendees throughout the process.
- Scope and book accessible venues and meeting spaces for internal learning activities taking place off-site.
- Coordinate diaries, liaising with the relevant teams and external contacts, to ensure smooth operations.
- Clear communications across the Trust to ensure teams are well informed about internal learning activities and events taking place.
- Coordinate all practical on-the-day arrangements, including preparing the venue, learning materials and equipment, providing technical support, arranging appropriate refreshments and catering, and problem-solving as required.

Maintaining the Learning Management System

- Hold responsibility for maintaining and developing the Learning Management System, as required to support the operational requirements of the internal learning programme. Manage the external contract for the Learning Management System provider ensuring appropriate content and offer to staff and Trustees.
- Provide support to staff and Trustees to access the online learning offer fully.

Administration of monitoring and evaluation data

- Maintain digital records of learning activities and staff participation for accountability and evaluation purposes, as directed by the People Management Team.
- Coordinate and administrate monitoring data, evaluation and feedback.
- Report on monitoring and evaluation data to People Management Team to inform the development of internal learning, and to audit the equity of access to opportunities for all staff and Trustees.
- Ensure accuracy of internal learning data and information in line with relevant Trust policies and procedures, including GDPR requirements.



General

- Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust
- Contribute to events and activities organised to support the development of Barnwood Trust and to promote the work of the Trust including the Trust's internal and external Learning Programme
- Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises
- Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your own health and safety, and that of other people, and to comply with all health and safety legislation
- Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county
- Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies

Person specification:

Commitment to disabled people and people with mental health conditions

- Passionate about making a positive difference to the lives of disabled people and people with mental health conditions.

Knowledge and Experience:

- Administration experience within a busy office environment.
- Small and medium scale events support experience, working with a wide range of attendees and clients.
- Knowledge of accessibility and inclusion principles and practices.
- Experience of data administration and management within cloud-based data management systems.



Skills

- Excellent communication and organisational skills, including high level written communication skills.
- Highly organised with project co-ordination skills.
- Strong IT skills (demonstrable proficiency in using MS Outlook, Word, Excel, PowerPoint, and cloud-based database).

Work ethic and approach

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful, and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work



Application Guidance

Guaranteed Interviews

In the person specification we describe some 'essential skills or experience' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential skills or experiences, we will guarantee you an interview.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered for this.

A request under the guaranteed interview scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we'll ask you about any reasonable adjustments that you may need.

How to apply

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 main sections for you to complete:

1. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.
2. The form will ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.



Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality based on a number of 'protected characteristics'. We ask for information on your 'protected characteristics' to help us monitor our performance on equality.

Completing the form

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.

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