



LONDON CENTRE FOR TRAINING & DEVELOPMENT LTD

Tower House, Lewisham High Street, London, United Kingdom, SE13 5JX.

Tel: +44 (0)800 689 4834. Email: info@lctd.co.uk URL: www.lctd.co.uk.

JOB VACANCY: Coordinator, Centre for Health Care Professionals (CHCP)

ABOUT LCTD

The London Centre for Training & Development (LCTD) is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC), which is an independent body providing accreditation services for independent, further and higher education colleges.

At LCTD, we are committed to bringing out the best in everyone. The Centre prides itself as a leading training provider who does everything 'exceptionally' to ensure our staff, assessors, and learners achieve their full potential. Since March 2016, LCTD has been providing relevant, accredited and professionally recognized adult qualifications.

London Centre for Training & Development Ltd (LCTD) upholds the quality standard required as a reputable training provider, thereby assiduously achieving successful learner performance above the National Average.

Awarding Bodies, licensed by Ofqual, accredit the courses offered by LCTD. These courses are available from RQF level 1-8. As an ASIC accredited training provider, all our qualifications are open to both UK and international students.

LCTD's mission is to remain a highly reputable leading training provider that creates opportunities, success and positive futures for our learners.

LCTD STRUCTURE

The senior management team currently leads LCTD through three established centres. These centres include:

- Centre for Accounting & Business Professionals (CABP).
- Centre for Health Care Professionals (CHCP)
- Centre for Education and Training (CETP)

While LCTD adopts an International student's recruitment strategy, the assessment, delivery and administration activities are carried out at the South-East location.

MANAGEMENT STRUCTURE

The Centre Manager is responsible for the day-to-day management of LCTD and is supported by an executive/ associate team consisting of the Director of Studies, Heads of Centre, Business Development Manager, Managers, Admin, Lead IQA Lead Assessor.





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JOB SPECIFICATION

Centre: Organisation Level
Job Title: Coordinator, Centre for Health Care Professionals (CHCP)
Reference: LCTD/CCHCP/21/2
Date posted: 30th April, 2021.
Salary: £21,900 Per Annum
Employment Status: Full Time (35hrs/Week)
Soc Code: 2319 Teaching and other educational professionals not elsewhere classified
Start Date: Thursday 1st of July 2021
Reporting to: Centre Manager

ABOUT THE JOB

This is an exciting time to join a growing team. We are looking for a Centre Coordinator capable of coordinating and supporting the LCTD Centre for Health Care Professionals (CHCP). We are looking for a Coordinator who will coordinate the entire students' journey on the following course or project:

- Care Certificate
- Level 3 & 5 RQF Diploma in Adult Care (available to Home & International Students)
- BSc (Hons) Health and Social Care (A progressions course arrangement with Anglia Ruskin University London)
- Health & Social Care Capstone Project (CQC or OFSTED Compliance)

The Centre Coordinator will also be responsible for delivering effective administrative and recruitment of students (Home and International) within the Centre for Health Care Professionals (CHCP). The post holder will work with the Centre Manager and Lead IQA to manage and develop the resources and services of the CHCP so that it best meet student's needs.

The Centre Coordinator will also be expected to develop partnerships in a predefined geographical area, reach out, and set up partnerships with businesses, universities, or international education institutions to market the centres' courses or project.





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OTHER KEY RESPONSIBILITIES WILL INCLUDE:

Responsibilities: The role will take into account the student achievement targets of the Centre For Health & Social Care Professionals, mainly how the Centre contributes to the overall success of LCTD. Among other things, your role shall involve:

- To successfully coordinate programme or suite of programmes, leading to high student achievement and high levels of student satisfaction.
- To lead the development of the endorsed programme(s) within the health and social care sector.
- To undertake regular monitoring of students enrolled on RQF Level 3, 5, 6 and 7 in Health & Social Care courses.
- Where appropriate, to lead activity concerning accreditations with Awarding organization, professional bodies and preparations for external quality inspections and reviews.
- To work with administrative colleagues and the Centre Manager to ensure smooth delivery & assessment of qualification with the CHCP.
- To work closely with institutional partnerships, universities, and colleagues to ensure seamless provision and adherence to partner policies and regulations, where appropriate.
- To ensure timely assessment and feedback to students.
- To initiate and supervise any new or ongoing capstone project within the CHCP.
- To provide learning support and studies advice to students, including maintaining e-learning resources.
- To contribute to personal, professional development programme sessions and participate in staff development activities, including maintaining annual compulsory CPD log.
- Undertake internal moderation and other quality assurance requirements.
- To promote the Centre's work through a range of medium e.g. posters, leaflets, social media live show, Facebook advert, High street marketing etc.
- Any other duties that the management team may reasonably request in order to meet specific academic and administrative requirements.





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REQUIREMENTS

PRIMARY REQUIREMENTS:

You will be a charismatic individual with a high degree of energy and enthusiasm which you can transmit to others to inspire them. We would also expect you to have, or be able to develop:

- Be Approachable
- Enthusiastic
- Have an excellent numerical skill
- Have excellent ICT skills and be adept in Word, Excel, Access etc.
- Have practical communication skills, both verbal and written
- Have considerable experience in generating leads using social media, LinkedIn, and Facebook
- Be good at organizing and prioritizing work
- Be able to work as part of a team
- Be commitment to Equal Opportunities

(A) Qualification & Experience:

1. A degree or vocational qualification at a minimum of Level 6 in a field relevant to the LCTD Centre for Health Care Professionals (CHCP).
2. Previous experience in the UK in any field relevant to the Centre for Health Care Professionals (CHCP).
3. Be able to provide an up-to-date, clean DBS.





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SECONDARY REQUIREMENTS

Candidate must be able to meet at least **ONE** of the following criteria (B-D)

(B) Communication, IT skills and values

Highly effective interpersonal and communication skills (including oral, written/literacy, numeracy and presentation skills). Evidence will comprise:

- (i) ability to use IT to support students and discharge administrative responsibilities (MS Word, MS Excel, MS PowerPoint, Windows 10 or Mac)
- (ii) evidence of the use of e-portfolio for evidence submission and assessment (e.g. Laser System, or any other related short-course system)
- (iii) ability to translate LCTD values into action

(C) Developing enterprise activities and external links

The ability or the potential to develop valuable connections with businesses to generate enterprise income and networks. Evidence will comprise:

- (i) generating consultancy through the "centres' capstone project" and CPD income;
- (i) active professional body membership that can increase the esteem and influence of the Centre
- (iii) Significant engagement with external organizations (public bodies/charities/NGOs) to increase the Centre's esteem and influence.

(D) Improving the learner experience

The ability or the potential to undertake activities that contribute to enhancing the wider student experience. Evidence will comprise the development of initiatives to:

- (i) support and signposting learners to useful resources concerning securing student visa, standard visitor visa (to study with LCTD), short term study visa to study the English language.
- (ii) support extra-curricular learner activities
- (iii) raise levels of learner satisfaction
- (iv) improve levels of learner retention and progression
- (v) enhance levels of learner employability





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NOTES TO APPLICANTS

For this role, you must submit the attached application form, a CV and a cover letter. Please address all job description sections, providing evidence about each element of the selection criteria where applicable. Your application will be considered based on what is supplied by you on the application form, CV and cover letter, and subsequent interview.

EQUAL OPPORTUNITIES POLICY STATEMENT

LCTD is committed to equality of opportunity, both as an employer and as a responsible, independent training provider.

LCTD will promote good relations among its staff and learners and create conditions that contribute to its members' full development and potential.

NO SMOKING POLICY

Applicants will wish to note that LCTD has a no smoking policy, which means that smoking will not be permitted anywhere while in the Centre buildings.





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APPLICATION FORM

Position

Name*

First

Last

Email *

Nationality

Phone

National Insurance Number*

Full Address:

Address Line 1

LIST OF QUALIFICATIONS & EXPERIENCE (Please attach up to date CV)





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Further Information

Details of two References (Name, Position, Email, Telephone and Relationship to you)

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Please provide details of two referees, one of whom should be your current or most recent employer/institution.

Declarations

- Data Protection Act
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:
- Criminal Convictions

To comply with Data Protection obligations, the Centre reserves the right to use the information you have provided in the application form for personnel record and payroll purposes.

Data may be held both electronically and manually and will be processed for management reporting, supplying statistical information to our funding bodies and for any authorized requests from external third parties.

You have the right to ask for a copy of the information held in our records. You also have the right to correct any inaccuracies in your information.

Further information can be obtained from the Data Protection Officer.





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Criminal Conviction: Declaration Form

I certify that all information contained in this form is true and correct to the best of my knowledge and realize that false information may lead to termination of employment.

GDPR Agreement *

I consent to have my submitted information stored so that they can respond to my enquiry.

Applicant Name: _____

Applicant Signature: _____

Date: _____

