



## Job description

<b>Job title:</b>	Learning and Development Administrator
<b>Reports to:</b>	2 x Directors
<b>Location:</b>	Bloom Building, Birkenhead
<b>Duration:</b>	Fixed term for 6 months with possibility of extension
<b>Hours:</b>	25 hours per week

### Person Specification:

- Strong social media skills
- Good IT skills and knowledge of Office 365
- Excellent communication skills
- Ability to work independently and as part of a team
- Positive outlook
- Excellent attention to detail
- Reliable and trustworthy
- Passionate about promoting disability awareness
- Desire to develop own skills, knowledge and experience

### Key responsibilities

- Developing social media content and posting across Twitter, LinkedIn, Facebook and Instagram
- Monitoring stock levels and ordering materials
- Develop and maintain customer database
- Website content page administration
- Marketing campaigns
- Attend and support planning and participation at events
- Course administration
- Be willing to attend training events to continue personal and professional development
- Book venues and travel
- Other office duties

## Benefits

- 28 days pro rata holiday inclusive of bank holidays
- Birthday off
- Salary in line with national minimum wage
- Full induction training provided
- Access to training opportunities including:
  - Free Mental Health First Aid training
  - Free Level 3 Emergency First Aid at Work
- Line managers are Mental Health First Aiders
- We invest in your professional development, including qualifications and mentoring

## Equal Opportunities

We celebrate key moments and events, such as Pride, Black History Month and International Women's Day because they reflect the diverse makeup of our society. We recognise that our diversity makes us stronger, more innovative, more creative and this all helps us in better serving our people, our customers and our communities.

We are an equal opportunities employer and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, pregnancy or maternity leave status.

## Application process

1. Send CV and supporting letter to [support@bewelllearning.com](mailto:support@bewelllearning.com) Letter should be no more than 2 sides of A4. This should include details about your suitability for the post and why you want the role.
2. Short telephone interview
3. Interviews to be held at Bloom Building, Birkenhead

We look forward to receiving your application.

Best wishes and good luck,

Holly and Nikki

Directors