



Job advert

Job title:	Training Coordinator
Reports to:	Operations Manager
Location:	Joy Building, 2 Cleveland Street, Birkenhead, Wirral, CH41 6ND
Duration:	Permanent*
Hours:	Full-time, 1FTE – 37.5 hours
Salary:	£25,500 – £28,500 per annum

*Dependant on a successful 3-month probationary period, demonstrating Be Well values and excellent execution of responsibilities.

About Be Well Learning

At Be Well Learning, we believe education has the power to change lives. Our mission is to improve lives, careers, and services through pioneering health and wellbeing training. Driven by innovation, inclusivity, and a commitment to excellence, we create engaging learning experiences that support personal and professional growth.

About the role

The Training Coordinator will play a central role in the successful delivery of Be Well's training programmes. As a key coordinator across multiple projects, this position focuses on ensuring stakeholders receive exceptional support throughout programme delivery while providing learners with a high-quality and engaging learning experience.

Working closely with internal teams, external partners, and adult learners, the Training Coordinator will be responsible for maintaining effective communication and ensuring the smooth administration of training activities. This role requires excellent organisational skills to manage project documentation, maintain accurate database records, coordinate stakeholder schedules, and deliver timely, professional correspondence.

The postholder will support programme delivery by maintaining comprehensive and up-to-date records of training activities and programme development, ensuring information is readily available to colleagues and stakeholders when required. They will also be expected to stay informed about developments and emerging trends within the health, social care, and related sectors, particularly those affecting workforce skills and training needs. This knowledge will support effective programme delivery and help demonstrate Be Well's values in practice.

Occasional evening and weekend work may be required. Any additional hours worked will be compensated through time off in lieu (TOIL), with reasonable notice provided wherever possible.

About you:

Qualifications

- Level 3 qualification in Learning and Development, Business Administration (or equivalent), or equivalent experience
- GCSE English and Mathematics at grade C or equivalent

Experience

- Experience working within training, learning and development, education, or a similar environment
- Experience supporting the delivery of professional development programmes
- Proven ability to manage data, maintain databases, and coordinate projects effectively
- Experience building and maintaining positive client and stakeholder relationships
- Demonstrated ability to manage multiple priorities and meet deadlines
- Experience of report writing, minute taking, and event coordination would be advantageous

Knowledge and Expertise

- Understanding of professional development programmes, including mandatory training, continuing professional development (CPD), and short courses
- Knowledge of stakeholder engagement, project coordination, data management, and customer or client support
- Awareness of the health and social care sector is desirable

Skills

- Excellent communication, organisational, and stakeholder management skills
- Strong proficiency in Microsoft 365 applications
- Ability to coordinate multiple activities simultaneously while maintaining attention to detail
- Strong record-keeping and administrative capabilities
- Proactive, adaptable, and solutions-focused approach to work

Values and Behaviours

- Commitment to collaboration and teamwork
- Passion for continuous learning and professional development
- Flexible and adaptable in a changing environment
- Dedicated to delivering an outstanding experience for learners, clients, and stakeholders
- Commitment to maintaining high standards of quality and service

We recognise that no candidate will meet every requirement listed. If your skills and experience align with many aspects of this role and you believe you would be a strong addition to our team, we encourage you to apply or contact Be Well Learning for an informal discussion.

Why Be Well Learning?

At Be Well, we believe in creating a supportive and collaborative culture where colleagues encourage one another, recognise achievements, and celebrate success together. We're committed to helping our people thrive, both personally and professionally, and offer a range of excellent benefits to support your development and wellbeing, including:

- 25 days pro rata annual leave plus bank holidays
- Be Well operates an annual shutdown over the Christmas and New Year period. You are required to reserve part of your annual holiday entitlement to cover this period. The specific dates of the shutdown will be communicated to you at the start of the annual leave year. These days will be deducted from your overall holiday entitlement
- We believe birthdays are special, and we want our team to enjoy theirs to the fullest. As part of our commitment to employee wellbeing, all staff are entitled to a paid day off on their birthday. It's our way of saying thank you and celebrating you
- We offer a workplace pension through the National Employment Savings Trust (NEST). This is a government-backed scheme designed to help you save for retirement. Contributions are made by both the employee and employer, in line with statutory requirements
- Full induction training provided
- Access to training opportunities funded by Be Well Learning including:
 - Mental Health First Aid training
 - Level 3 Emergency First Aid at Work training
- We invest in your professional development, including qualifications and mentoring
- Performance Development Reviews focused on your learning and progression
- Line Managers trained in Mental Health First Aid
- A supportive and inclusive work environment
- The chance to make a meaningful impact in the fields of learning disability, autism and mental health

- Be Well Learning's office is based at Joy Building, Birkenhead. Joy is an innovative, coming together of progressive change makers in health and wellbeing in Wirral, Merseyside. Joy makers work to a health by stealth model, whereby wellbeing services sit within an environment of parties, events, exhibitions, vibrancy, energy and Joy

Application process

We're excited that you're considering joining our team! Here's what you can expect from our application process:

Submit Your Application

Please send your CV and a cover letter to charlotte@bewelllearning.com outlining your experience, skills, and why you're interested in this role.

Initial Telephone Interview

If your application is shortlisted, we'll invite you to a brief telephone interview. This is an opportunity for us to learn more about you and for you to ask any initial questions about the role and our company.

Main Interview

Successful candidates from the telephone stage will be invited to a formal interview. Interviews have been scheduled for Monday 16th November 2026. Shortlisted candidates will be contacted shortly after the closing date.

During the interview, the following activities are scheduled to take place:

- Technical Assessment Task
- Formal Interview

Closing date: Sunday 25th October 2026

Main Interview date: Monday 16th November 2026

References will be required to cover your last 3 years of employment/training. One must be from your current or most recent employer and the others from your previous employer. The references should be from persons with management responsibility or HR.

We are unable to contact candidates who are not shortlisted for interview. Therefore, if you have not been contacted within four weeks of the post's closing date, you may assume that your application has not been successful on this occasion.

If you have any needs that prevent you from applying and participating in our recruitment process, please contact us at the earliest opportunity to ensure that support can be provided. Adjustments can be made for you during application and interview.

For any questions, please contact:

Email: charlotte@bewelllearning.com

Call: 07594 862 719

We look forward to receiving your application.

Be Well Learning is committed to creating an inclusive and supportive working environment where equality is upheld, diversity is valued, and every individual is treated with dignity and respect.

We warmly welcome applications from individuals who are currently under-represented in our workforce, ensuring our team reflects the diverse communities we serve. We encourage candidates of all backgrounds to apply, regardless of age, disability, gender identity, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

As a recognised Disability Confident Employer, we are dedicated to recruiting and supporting people with disabilities. Applicants with disabilities who meet the essential criteria for a role will be offered an interview where practicable, in line with our Disability Confident commitments, and assessed based on their skills and suitability.