

Job Title: Training & Workforce Administrator

Team: Operations

Reports to: Training and Compliance Manager

Location: This is an on-site role working on a seasonal rota at our beautiful location in the village of Market Overton, Rutland.

Job Type: Part-Time 16 Hours per week

Salary: £11,562 per annum (FTE £28,898) **Pay Point:** 9 (£13.86 per hour)

Hours: This role is 16 hours per week and is based entirely on site. The working pattern is flexible and will be agreed with the successful candidate to meet organisational needs. This may typically be worked over two full days, four half days or another agreed arrangement. Some flexibility may occasionally be required to support training events or organisational priorities

About Us

The Lodge Trust CIO is a Christian charity based in Market Overton, Rutland, providing supported living, residential care, day opportunities, and work-based activities for adults with learning disabilities. Our mission is to create a community where people are valued, encouraged, and empowered to live life to the full.

Our 20-acre rural site includes homes, workshops, a café, gardens, woodland, and a camping and caravan site. Rooted in Christian values of compassion, respect, and kindness, we seek to create a welcoming community where dignity, independence, and personal growth are encouraged.

Role Purpose

The purpose of this role is to provide high-quality administrative support for workforce training, compliance and rota administration, ensuring colleagues receive the right training at the right time while maintaining safe staffing levels across the organisation.

Working closely with the Training & Compliance Manager and Operational Manager, the postholder will coordinate training, administer the staff rota through RotaCloud, maintain accurate workforce records and produce compliance information that supports safe, effective and well-led services.

The role requires exceptional organisational skills, excellent attention to detail and confidence using Microsoft 365 and digital workforce systems to support operational planning and continuous improvement

Key Responsibilities and Duties

1. Staff Training Administration

- Maintain accurate staff training records across all departments.
 - Schedule and communicate mandatory, refresher, and specialist training sessions.
 - Manage training bookings, attendance follow-up, and session completion logs.
 - Prepare and distribute training materials, attendance sheets, certificates, and evaluation forms.
 - Maintain accurate training progress and completion data using Learning Management System (LMS).
 - Support internal audits, inspections, and administration relating to training and workforce compliance.
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2. Staff Induction & Support

- Record and monitor induction progress for all new starters.
 - Ensure induction documentation is completed accurately and stored appropriately.
 - Provide administrative support for competency assessments, supervisions, and development reviews.
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3. Quality & Continuous Improvement

- Collect and review training feedback to support improvement and evaluation.
 - Assist with maintaining and updating the Adult Social Care Workforce Data Set (ASCWDS).
 - Support ongoing administration improvements to training & compliance systems and digital workforce records.
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4. Quality & Compliance

- Ensure all documentation is retained properly
 - Contribute to compliance with CQC requirements
 - Follow organisational policies and procedures
 - Report concerns appropriately
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5. Workforce Planning & Rota Administration

- Administer the organisation's published staff rota using RotaCloud.
- Coordinate training bookings alongside departmental rotas to minimise operational disruption.
- Work with managers to ensure adequate staffing levels are maintained whilst colleagues attend training.
- Process annual leave requests in accordance with organisational policy and agreed authorisation procedures.
- Monitor rota deadlines and ensure all rota administration is completed accurately and on time.
- Maintain accurate shift, training and leave information within RotaCloud.

- Produce routine rota reports and identify anomalies for managers to review.
- Support managers with rota amendments, shift movements and workforce planning as required.

6. Information & Performance Reporting

- Produce regular reports on mandatory training compliance, induction progress and workforce compliance.
- Analyse workforce data to identify trends, overdue training and compliance risks.
- Maintain accurate digital records to support CQC inspections, audits and internal reporting.
- Support the preparation of workforce information for management meetings and regulatory returns.
- Assist with maintaining the Adult Social Care Workforce Data Set (ASC-WDS).

Person Specification

Job Title	Training Administrator	
	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to A-level standard or possessing equivalent relevant experience in administration, customer service, or people operations. • Experience working in a busy administrative environment. • Experience coordinating multiple priorities and meeting deadlines. • Experience maintaining accurate digital records and databases. • Experience scheduling activities, appointments or staff resources. • Experience producing reports from digital systems. 	<ul style="list-style-type: none"> • Experience administering Learning Management Systems (LMS) • Experience using RotaCloud or comparable workforce management software • Experience within a health, social care or another regulated environment.
Experience	<ul style="list-style-type: none"> • 1–2 years' experience in an office or administration processes. • Experience managing digital systems, data entry, or structured administrative processes. • Experience responding to enquiries in person, by email, and by phone. • Diary management • Outlook Calendar • Scheduling Meetings 	<ul style="list-style-type: none"> • Experience with Rota systems such as Rota Cloud • Experience supporting adults with learning disabilities
Skills/Abilities	<ul style="list-style-type: none"> • Exceptional organisational and time management skills. • Excellent attention to detail and commitment to accuracy. 	<ul style="list-style-type: none"> • Awareness of safeguarding requirements.

	<ul style="list-style-type: none"> • Highly proficient in Microsoft 365, including Outlook, Excel, Word and Teams. • Strong Excel skills, including filtering, sorting, basic formulas and analysing data. • Ability to manage multiple priorities simultaneously. • Excellent written and verbal communication skills. • Strong analytical and problem-solving ability. • Ability to interpret workforce data and identify trends. • Ability to maintain confidentiality and comply with GDPR. • Ability to work independently whilst managing competing deadlines 	<ul style="list-style-type: none"> • Knowledge of CQC or other regulators
Personal Qualities	<ul style="list-style-type: none"> • Warm, approachable, and professional with strong interpersonal skills. • Reliable, punctual, and able to work independently. • Calm under pressure and adaptable to changing priorities. • Respectful and understanding toward adults with learning disabilities. • Supportive of the Christian ethos and values of The Lodge Trust. • Takes pride in producing work of a consistently high standard • Methodical and highly organised • Proactive and solution focussed • Comfortable working with numbers and data • Able to build positive working relationships across departments 	<ul style="list-style-type: none"> • An interest in people with learning disabilities and commitment to serving them.

Work Schedule

This role is 16 hours per week. The working pattern TBC Monday – Thursday.

The role will also require supporting Lodge Trust event days, which are on Saturdays, but this is usually no more than two times a year.

Safer Recruitment Statement

The Lodge Trust CIO is committed to safeguarding and promoting the welfare of adults at risk and expects all staff and volunteers to share this commitment. All roles are subject to an Enhanced Disclosure and Barring Service (DBS) check, including the Adults' Barred List where the post involves regulated activity.

Applicants already registered with the DBS Update Service will be asked to provide their certificate number and consent for an online status check. Employment will also be subject to verification of identity and right to work in the UK, satisfactory references confirming

conduct in previous roles (particularly in care or support settings), and confirmation of qualifications or professional registration where required.

The Lodge Trust CIO follows CQC Regulation 19 (Fit and Proper Persons Employed), Schedule 3 evidence requirements, and Skills for Care safer recruitment guidance to ensure all staff are suitable and safe to work in social care.

Line Manager:	Signature & Date:
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Employee:	Signature & Date:
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