

Training Coordinator



Contract: Temporary - Full Time (until 31 December 2027)
Rate of pay: £29,540 - £32,061 per year
Hours: 37 hours per week, 52 weeks per year
Location: Sheffield

Learn Sheffield is seeking a proactive and highly organised individual with the skills and enthusiasm to coordinate our high-quality professional development programme of opportunities for schools and education professionals across the region.

You will play a key role in supporting the administration and delivery of the Learn Sheffield offer. Working closely with colleagues, trainers and clients, you will ensure that training events, conferences and professional learning opportunities are organised effectively and delivered to a high standard.

This varied role combines training coordination with administrative support, requiring excellent organisational skills, attention to detail and a customer-focused approach.

This is an exciting opportunity to join an inspiring and collaborative team dedicated to improving outcomes for children and young people.

This is a temporary position until December 2027.

We can offer you:

- 25 days holiday plus bank holidays.
- The opportunity to work in a thriving learning partnership.
- Supportive colleagues who work collaboratively to make a difference.
- Ongoing support, networks and CPD to support your career into the future.
- A modern, well equipped work base.

Our ideal candidate is:

- Experienced in administration, having undertaken previous similar administration roles.
- Able to work on their own initiative and as part of a team.
- Able to work under pressure, balancing and prioritising conflicting needs and meet deadlines.
- Has a professional manner and the ability to be well-prepared for training sessions and meetings.
- Has excellent listening, oral and literacy skills with a high degree of attention to detail.
- Has good communication skills and the ability to build effective relationships.
- Is competent in using Office 365, and a willingness to use specific online platforms to support the role.

Inspiration

Integrity

Equality

Sustainability

Accountability

Optimism

If this prospect interests you and you would like more information or an application pack, please contact enquiries@learnsheffield.co.uk or telephone 0114 250 7417 and speak to Susanna Bradbury (to discuss the role) or Evelyn Priestley (to request an application pack).

Applications must be received by the closing date for consideration.

The closing date for applications is Monday 12th October 2026 at 9.00am.

Interviews will be held on Thursday 22nd October 2026.

Learn Sheffield is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to qualifications checks, satisfactory references and an enhanced disclosure via the Disclosure and Barring Service.