

## Job Description | Learning & Development Coordinator

**Department:** Human Resources

**Location:** London

### The Team

The Global Learning & Development team serves over 5000 people from over 60 offices and provides specialist advice, education and learning solutions across a broad remit, including: professional core skills training, continuing legal education, talent development planning and programmes, coaching, career development initiatives and practice area or business specific L&D. The L&D Coordinator will play a key role in supporting the team to deliver against our strategic objectives, along with ensuring the smooth running of programmes and events.

Clyde & Co is embarking on an exciting change journey and this role provides a great opportunity to support and shape learning and talent development across the firm.

### The Role

This role will provide comprehensive coordination and administrative support to the L&D team for key projects, programmes and initiatives. The remit of this role will enable the incumbent to deepen their Learning & Development expertise across the whole Learning & Development lifecycle.

There is a strong desire for cross-collaboration, providing the opportunity to directly support L&D Managers and Advisors to build a culture of learning, feedback and high performance.

Further information on specific areas of responsibility, key characteristics and competencies can be found in this document.

### Key Responsibilities

- Work in conjunction with the Digital Learning & Platforms team to administer our Learning Management System (LMS), My Development. This includes class creation, updating attendance, data collection, reporting and uploading recordings
- Support the team to promote and curate content in the LMS, working in conjunction with the Digital Learning & Platforms team

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- Coordinate and administer all aspects of our core skills curriculum and inductions. This includes scheduling, technology set up, gathering materials, marketing, tracking attendance, feedback and evaluation/metrics.
- Act as a point of contact for the business for advice and guidance, including monitoring the Learning & Development Inbox and responding to emails in a timely manner.
- Liaise with external providers and our Finance team to administer receipt, payment and recording of invoices, including maintenance of budget expenditure spreadsheet.
- Act as a key point of contact for external providers, liaising with them to schedule core skills sessions and L&D programmes, seminar materials, room and venue bookings and other logistics.
- Act as a producer for virtual learning events via MS Teams, Zoom or other platforms.
- Support with in-person events and programmes at our offices and other venues. Including meeting and greeting participants and external providers, printing materials, liaising with catering, ensuring rooms are set up correctly and attending networking dinners.
- Support with the coordination and administration of global strategic priorities and projects.
- Support the L&D Managers and Advisors with the coordination of learning needs analysis for practice groups and business services teams.
- Support the promotion and communication of L&D programmes and initiatives, assisting with the design of solutions that will drive engagement.
- Coordinate and produce insightful data and consistent metrics for learning and development programmes and initiatives.
- Continuously develop knowledge across a broad range of learning topics and share external insights with the team.
- Support other ad hoc activities, as required.

## Essential Skills & Experience

- Proven experience working in a similar environment such as a partnership or professional services
- Experience working with a Learning Management System (desirable)
- Excellent organisational skills and attention to detail

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- Communicates effectively and with confidence at all levels, both verbally and in writing
- Confident in speaking up and sharing views and insights in group settings
- A good working knowledge of MS packages and strong IT skills essential
- Effective stakeholder management
- Driven by continuous improvement and actively seeks constructive feedback
- Proactive approach, able to take initiative and manage multiple projects simultaneously
- Service oriented approach
- Team player
- Flexible and adaptable (solutions focused when faced with changing priorities)

## The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

For more about the firm, its lawyers, offices and areas of expertise and for the latest industry thought leadership please visit [www.clydeco.com](http://www.clydeco.com)

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

## Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.