

**Learning and Organisational Development Assistant**

**(Fixed Term Contract until 20 December 2019)**

 **Starting Salary £18,795 plus Benefits**

We have an exciting opportunity for a talented and experienced Learning and Organisational Development Assistant.

This role is to provide assistance in undertaking a variety of I.T. duties, e.g. operating various software packages, producing electronic reports, compiling and storing statistical information. The successful candidate will be required to assist with registering of candidates with the Awarding Body, and maintain relevant records including notification of candidate’s achievements and certification requests. To support department managers in the delivery of exceptional services to our community and key stakeholders.

The Service values and respects the diversity of its employees, and aims to recruit a workforce that represents the communities we serve. We welcome applications irrespective of people’s race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity.

**Required Skills/Experience:**

* Experience of working in a clerical/administrative environment.
* Ability to effectively work to tight deadlines.
* Proven experience of inputting data accurately.
* Skilled in the areas of I.T, data bases and clerical duties.

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19. On site facilities include catering facilities and an onsite gym. The role also benefits from an attractive package, including up to 22 days holiday and public holidays, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

Closing Date: 15 October 2019 at 12:00 Noon

Interviews: Wednesday 23 October 2019

