Learning & Development Coordinator

£26,250 per annum ▪ 12-month Fixed Term Contract
37 hours per week flexi-time ▪ Basildon/Hybrid

Chartered Trading Standards Institute

CTSI, boasting a rich legacy of safeguarding consumers for 145 years, is an ambitious professional membership organisation supporting the Trading Standards profession across the UK. Driven by our members and a strong sense of purpose, we deliver services, qualifications, training and professional development that help Trading Standards professionals build the knowledge and skills they need to protect consumers and support fair trading.

We are looking for an organised and motivated Learning & Development Coordinator to support the successful delivery of our growing programme of professional learning and development activities.

Working closely with our Learning & Development Team, trainers, learners and external stakeholders, you will coordinate the administration and delivery of training courses, workshops and projects. You will manage schedules, maintain learner records, coordinate communications, organise events and meetings, and help ensure a high-quality experience for everyone participating in our training programmes.

This is a varied role that would suit someone with strong administrative and organisational skills, excellent attention to detail and the ability to manage multiple priorities. You will be comfortable working with data and reporting information, monitoring course registrations and evaluations, and providing professional support to learners, members, trainers and stakeholders.

The successful candidate will have experience of coordinating activities and deadlines, maintaining accurate records and producing reports using Microsoft Office applications. Experience in learning and development, training coordination or project administration would be advantageous but is not essential. Above all, we are looking for someone who is proactive, customer-focused and committed to continuous improvement.

This is an excellent opportunity to contribute to the development of the Trading Standards profession and support the delivery of high-quality learning that makes a real difference across the UK.

If you are organised, adaptable and passionate about supporting learning and professional development, we would be delighted to hear from you. We would love to hear from you, even if you don't have all the listed experience or skills; you might bring something valuable we haven't even considered!

Benefits include:

- Flexi-time, hybrid working, working abroad policy
- Minimum 25 days annual leave plus bank holidays
- Christmas shut down, paid volunteering days
- Enhanced pension contribution
- Inclusive culture supported by EDI and family-friendly policies

For further details about CTSI and this job, please download a candidate information pack which contains details about how to apply
https://www.tradingstandards.uk/about-us/job-vacancies-at-ctsi/

The closing date for receipt of applications is noon on 11 October 2026

CTSI is an equal opportunity employer dedicated to fostering diversity, inclusion, and equal opportunities in the workplace for all staff. We encourage applications from individuals of all backgrounds.If you require any adjustments during the application process, please reach out hr@tsi.org.uk