

Culture & Performance Co-ordinator

Job Description

Pod: People

Stem: Culture & Performance

Reports to: Culture & Performance Specialist

Direct reports: None



Red Kite's Expectations

As a Culture & Performance Co-ordinator at Red Kite Community Housing, you will be expected to support the organisation by ensuring our vision, mission, and values are integrated into all aspects of your work. Red Kite consistently maintains high standards by focusing on people, processes, and technology, thereby building a strong brand and culture. We seek a proactive, flexible team player with excellent communication and organisational skills. You should be technologically savvy, embrace change, and can prioritise workload efficiently. Like us, you'll have a real passion for maximising the potential of people and be excited to help us to deliver our ambitious approach to Culture and Performance.

Key Responsibilities

- Helping to create an organisation where all our people have the right setting, skills, knowledge and experience to contribute to their maximum potential
- Supporting in the development of our 3-year cycle learning plan to ensure we continue to nurture our people to be the best they can be
- Working closely with our HR colleagues to ensure the induction/onboarding experience is seamlessly managed
- Managing the booking process for all learning-related activities
- Managing our learning spaces to support all in-person delivery requirements
- Updating our Human Resource Information System (HRIS) with all relevant learning records
- Leading on allocations and reporting for all Learning Management System (LMS) initiatives
- Maintenance of all professional development plans and other paperwork relating to people development
- Providing metrics and analysis to evaluate learning programmes for staff and Board members
- Leading on the set up of training initiatives, sourcing suppliers where necessary and working with partners to get the best value for money.
- Supporting wider cultural and engagement initiatives such as our staff surveys and colleague wellbeing events
- Help creativity and innovation to thrive across our business, where all stakeholders are encouraged to put people development at the heart of everything they do
- Take responsibility for the co-ordination, organisation, and logistics of our robust learning programmes for both existing colleagues and onboarding
- Own the administration of our HRIS and LMS
- Provide regular progress reports, demonstrating the success of our endeavours
- Build strong and collaborative relationships with colleagues inside our organisation, as well as external stakeholders
- Use your network to help us keep one step ahead of the 'current' people development thinking

Our non-negotiables

- Passionate about delivering an outstanding continuous development approach, whilst consistently demonstrating excellent value for money
- Someone with great attention to detail, and the ability to work autonomously as much as being part of a team
- Committed to the principle of “tenant-led” and to working to our values
- Confident, independent and have strong problem-solving abilities
- A strong communicator both verbally and in writing
- An energetic problem solver with the ability to make quick decisions when required
- Flexible and able to embrace change
- Someone who is happy to do routine tasks whilst developing innovative ideas, ensuring great communication throughout
- An organisation dynamo who has the answer, or if not, knows where to find it.
- Someone who is readily available to be in the office three days per week, with the ability to manage the logistics and requirements for all in-person training.

Added extras

- You’ve come from a place that maybe wasn’t ready for some of your more imaginative ideas
- A passion for growth, innovation and continuous improvement, eager to deliver excellent value for money services
- A person who sees an opportunity to be creative and revolutionise learning solutions whilst working in a hybrid environment
- A collaborative working style, effective at engaging with, influencing and enthusing colleagues, suppliers, and other stakeholders
- You’ve come from a place where people development opportunities were seen as add-ons rather than part of everyday life

Qualifications, Skills & Experience

We have a dedicated team here at Red Kite that supports employees with all things Learning and Knowledge. This role requires you to:

- Hold or be willing to work towards a Level 3 Learning and Development CIPD qualification (after a successful probation period)
- Be knowledgeable of HR and Learning Management Systems