

Job Description and Person Specification

LEARNING AND EVENTS COORDINATOR

A Lambeth to be proud of



Job Title: Learning and Events Coordinator

Department: Lambeth Health Determinants Research Collaboration

Division: Integrated Health and Adult Social Care

Grade: PO4

Reports to: Culture & Communications Manager

Context

In October 2022 London Borough of Lambeth was awarded research funding from the National Institute for Health and Care Research (NIHR) for a new Health Determinants Research Collaboration (HDRC). NIHR is England's largest funder of health and care research with a mission to improve the health and wealth of the nation through research. It does this by: NIHR is the nation's largest funder of health and care research and has a mission to improve the health and wealth of the nation through research. It does this by:

- Funding, supporting and delivering high quality research that benefits the NHS, public health and social care.
- Engaging and involving patients, carers and the public in order to improve the reach, quality and impact of research.
- Attracting, training and supporting the best researchers to tackle the complex health and care challenges of the future.
- Investing in world-class research infrastructure and a skilled research delivery workforce to accelerate translation of discoveries into improved treatments and services.
- Partnering with other public funders, charities and industry to maximise the value of research to patients and the economy.
- Funding applied global health research and training, via Official Development Assistance (ODA), to meet the needs of the poorest people in low and middle-income countries.

The Health Determinants Collaboration (HDRC) is a new element of research infrastructure funding from the NIHR's Public Health Programme based in local government. The Lambeth HDRC was developed in collaboration with Kings College London (KCL) and Black Thrive. The purpose is to enable local authorities to become more research-active, undertake new research and use existing evidence to inform our decision making, and undertake evaluation activities. We have a central focus on health inequalities and actions to tackle problems faced by disadvantaged groups and areas.

Lambeth HDRC works with communities, universities, voluntary and community organisations and system partners to understand and act on the wider determinants of health and reduce long-standing inequalities. The HDRC strategic framework includes four pillars: Research Infrastructure, Knowledge Mobilisation, Community Knowledge, and Capacity & Capability Building. This role sits primarily within the Knowledge Mobilisation pillar, while contributing to related work across research culture, impact and capability development.

This post is part of Lambeth HDRC and is a fixed term whole time (1.0 WTE) (open to job share) contract till September 2027.

Job Purpose

The Learning and Events Coordinator will design, deliver and maintain a coherent programme of learning and events that strengthens evidence-informed practice across Lambeth Council, partners and communities. They will help translate research and community insight into accessible and practical learning resources and contribute to wider communication and knowledge-mobilisation activities to increase the visibility, accessibility and use of HDRC evidence.

Working to the Culture & Communications Manager, the postholder supports capability building, organisational change, and consistent, inclusive approaches to learning and communication.

Responsibilities

The responsibilities below outline the broad expectations of the role. They are intentionally flexible to allow the postholder to work in the spirit of the role and adapt to organisational needs.

1. Coordinate a coherent programme of learning and development

- Support the design and delivery of HDRC's learning activities for staff and community members.
- Work with colleagues, academics and community partners to develop and schedule training, workshops and capacity-building activities.
- Produce and maintain simple learning materials, including templates, toolkits and slide decks.
- Ensure learning activity is planned, aligned and delivered as part of an overall programme.

2. Lead organisation and delivery of HDRC events

- Plan, coordinate and deliver webinars, seminars and public events, ensuring smooth logistics and technical setup.
- Work with research practitioners to shape event content and secure contributors.
- Promote events through internal and partner channels to maximise engagement.
- Support practical delivery, including on-the-day coordination and follow up.

3. Support visibility and dissemination of HDRC work

- Help produce accessible written and visual materials that communicate key learning and insights.
- Contribute to event-related communications and the sharing of evidence across internal channels.
- Support colleagues with dissemination activity linked to the learning and events programme.

4. Coordinate evaluation, reporting and programme planning

- Gather insight on participation, engagement and use of learning and events.
- Contribute to reporting on capability-building and programme delivery.
- Support planning, scheduling and coordination across the HDRC programme, working flexibly across pillars.

5. Work collaboratively

- Build effective working relationships across Council teams, universities, VCS partners and communities.
- Coordinate inputs, timelines and activities across multiple workstreams.
- Contribute flexibly to shared HDRC priorities, and to the broader workload of the Culture and Communications Manager.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Understanding of how research and evidence support policy, practice and organisational change.	A
	K2	Knowledge of adult learning principles, L&D methods and approaches to digital or blended learning.	✓A
	K3	Awareness of communication techniques for translating complex information into accessible formats for diverse audiences.	
	K4	Understanding of how to plan effective public-facing events, including reaching target audiences and selecting appropriate in-person, hybrid or digital formats	✓A
	K5	Awareness of how local government works, including decision-making, data protection and ethical considerations relevant to sharing learning and evidence.	
	K6	Understanding of equity, health inequalities and community-informed approaches.	
Relevant Experience	E1	Experience coordinating and delivering learning, training and capacity-building activity.	A
	E2	Experience planning and organising events such as webinars, workshops or seminars, including logistics and technical setup	✓A
	E3	Experience producing accessible written, visual or digital materials for a range of audiences.	✓A
	E4	Experience supporting dissemination, communication or engagement activities within programmes or organisations.	A
	E5	Experience coordinating projects or workstreams involving multiple contributors, partners or stakeholders.	
	E6	Experience gathering feedback, monitoring engagement or contributing to evaluation and reporting.	A

Qualification		Educated to degree level or equivalent experience in a related field.	
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CORE VALUES AND BEHAVIOURS

Equity behaviours



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- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



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- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



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Ambition behaviours



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- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.