

## Role Summary

Learning and Development (L&D) at Foster + Partners is delivered through a blended learning approach to meet the diverse needs of employees and teams across the practice, both in London and in our global offices. We offer a variety of learning methods, including workshops, courses, online content, e-learning, video, and one-on-one coaching.

Reporting to the Education Manager, the post holder will work alongside the Education and Talent Development team, HR, and other departments across the practice. The primary focus of this role is to:

- Support the Education and Talent Development strategy for Foster + Partners across the global organisation.
- Contribute to a world-class education function that builds capability in line with the practice strategy.
- Assist employees and teams in maximizing the benefits of current and future learning, training, and development offerings.

## Role Definition

Job Title: Education Coordinator

Reporting To: Education Manager

## Responsibilities

- **Outreach**
  - Coordinate university engagement, including office visits, ambassadors, end-of-year shows, and sponsorships.
  - Coordinate school engagement and liaise with school representatives.
  - Further develop the outreach strategy, including defining goals and key partnerships.
- **Early Careers**
  - Coordinate internships and placements, including liaising with internal and external stakeholders (e.g., MIT Internships, RIBA Studio Foundation).
  - Coordinate the annual Foster + Partners Graduate Show.
  - Explore new opportunities and partnerships for early careers globally.
  - Develop and deliver training support for early-career employees.
- **Apprenticeships**
  - Manage all apprenticeships within the practice by working with external stakeholders, such as universities, institutions, awarding bodies, and other relevant networks.
  - Manage internal processes by collaborating closely with HR, Payroll, and other relevant teams.
  - Oversee internal training support for architecture apprentices at Level 6 and Level 7, as well as apprentices in other disciplines (e.g., Design Board Reviews).
  - Develop and deliver training support for apprentices across all disciplines, including pastoral care and mentoring.
  - Participate in the review and development of new apprenticeship standards.
  - Monitor and manage levy funds.
- **Other**
  - Support the Professional Practice Academy (e.g. Part 3) program within the practice.
  - Assist with the Continuous Professional Development (CPD) offer within the practice.
  - Assist with CSER and Charitable Giving coordination.

- Help administer and manage professional guidance and materials on the Learning Management System.
- Assist with skills capturing for all employees within Foster + Partners.
- Undertake other ad hoc duties as required.
- Explore, develop, and deliver new learning and education opportunities.
- Equity, Diversity & Inclusion is a core priority. Support and champion the integration of EDI within all workstreams, where relevant, as part of a collective workforce
- **General**
  - Contribute, or otherwise assist, as required.
  - Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
  - Thorough knowledge of and compliance with F+P procedures and standards.

### Qualities and Skills Required

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Strong understanding of built environment education.
- Prior experience in delivering architectural training, such as workshops.
- Knowledge of apprenticeship schemes.
- Established relationships with recognized universities and academia.
- Demonstrated ability to undertake the responsibilities outlined above.
- Proactive approach to daily tasks and problem-solving.
- Resilient, with the ability to cope with conflicting demands, prioritize duties, and work effectively under pressure, while remaining calm and professional.
- Ability to work as part of an effective team, assisting and supporting team members.
- Knowledge and experience with Learning Management and/or Content Management Systems.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Strong interpersonal skills and able to work independently and as part of an effective team.
- Flexible and adaptable attitude.
- Able to build good relationships at all levels, internally and externally.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.