

**Job Title**: Lifelong Learning Platform Regional Leads Deputy Coordinator

**Role Overview**: The Deputy Coordinator supports the Regional Leads Coordinator in providing leadership and strategic oversight for the Lifelong Learning Platform (LLP). The Deputy assists with coordinating activities across regions, ensuring effective communication, and helping regional leads. In the absence of the Coordinator, the Deputy will take on leadership responsibilities, ensuring continuity and progress.

**Key Responsibilities**:

* Assist the Coordinator in managing and supporting regional leads.
* Help facilitate meetings, discussions, and strategic planning with regional leads.
* Monitor the implementation of LLP initiatives at the regional level and provide guidance as needed.
* Ensure smooth communication and collaboration between regions.
* Step in for the Coordinator when needed, providing leadership and decision-making.
* Support conflict resolution and help overcome challenges faced by regional leads.

**Qualifications**:

* Leadership experience, ideally in coordination or a support role.
* Strong organisational, communication, and problem-solving skills.
* Ability to work collaboratively across diverse regions and teams.
* Familiarity with the lifelong learning platform and LLP's objectives.

**Application Process:**

To apply, please submit a written statement (minimum 300 words) to Lifelong@rcoa.ac.uk explaining why you are a good fit for this role. Highlight your relevant experience, skills, and how you can contribute to the Lifelong Learning Platform (LLP). Mention any involvement in similar projects and your motivation for joining.

The Lifelong Learning team will review all applications. Successful applicants will be notified and provided with next steps.