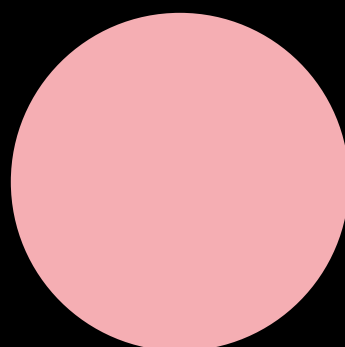
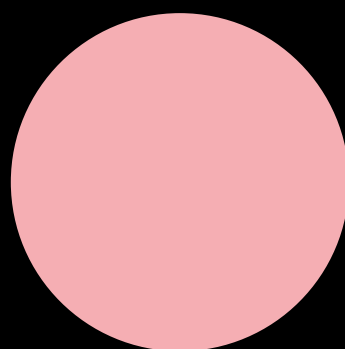


Savanta

Role Specification: Workplace and Learning Coordinator



Classified: Private

Location: London (4+ days onsite per week)

Business Area: HR/People

Reports to: People Business Partner

About the Role:

Workplace and Learning Coordinator | People | London

The Workplace and Learning Coordinator sits at the heart of Savanta's HR/People team, a unique, highly visible, and wide-ranging role that spans office operations, onboarding, learning & development, and employee experience. As the consistent face of the London office and a trusted operational backbone for the People, Talent, and wider business, this role enables colleagues to do their best work every day.

This is a hands-on, people-first role that requires energy, excellent organisation, strong relationships across all levels of the business, and the ability to juggle competing priorities with calm and positivity.

In this role you will have responsibility for (this list is not exhaustive):

Office Operations and Workplace Experience:

- Shape the workplace experience: bring energy and fun to UK Offices through thoughtful touches and team moments that make the office a place people enjoy coming to.
- Keep the office looking and feeling its best every day: furniture, plants, signage and the overall aesthetic should reflect the culture we're building.
- Manage ordering and stock for stationery, tuck shop, wellness supplies, branded merchandise, and refreshments.
- Oversee all meeting and event space bookings (Condeco), including catering arrangements for internal and external meetings, ELT/SLT sessions, and company-wide events.
- Act as primary liaison with Next15 for building, IT, and front-of-house queries; escalate and resolve facility or AV issues promptly.
- Manage office communications: circulate updates, maintain internal comms displays, and ensure the office is always event ready.
- Perform regular H&S checks; track fire safety, first aider, and MHFA training; maintain compliance records.
- Track office attendance, manage visitor logs, and administer locker and storage allocation.
- Process purchase orders and invoices (catering, merchandise, etc.) and monitor relevant budgets.
- Provide ad hoc operational support to the CEO's EA and other senior team members, including occasional diary management and meeting room bookings during periods of absence.

Events and Socials:

- Drive logistics for company-wide meetings where required (Global Updates, board meetings), coordinating invites, content and AV.
- Support the set-up of major internal and external events, including committee events and GPS office events.
- Organise and promote internal social and wellbeing events in collaboration with employee committees.
- Help rebuild and grow our Ambassador/Culture Champion Programme globally (for social impact causes), restoring regular cadence and participation.

Recruitment and Onboarding Coordination:

- Set up candidate interviews with hiring leads and interviewers; navigate complex diaries and book rooms for in-person interviews.
- Manage candidate communications from post-screening through to offer, ensuring a smooth and professional candidate experience.
- Support Candidate Assessment days: coordinating logistics across the day, welcoming and supporting candidates, gathering assessor resources, and managing last-minute changes.
- Reach out to new starters ahead of their first day to confirm arrangements (timing, location, point of contact).
- Meet new starters on arrival; provide first-day office inductions (fire safety, first aiders, room booking systems, office tour, swag bags, building passes).
- Collaborate with IT, HR, and hiring managers to ensure a seamless onboarding experience; maintain and continuously improve the onboarding checklist and new starter documentation.
- Support the development and refinement of a consistent, global onboarding process in close collaboration with the People Ops Coordinator and wider People team, including communications, documentation, and new-starter feedback surveys.

Learning and Development:

- Organise training and induction sessions end-to-end: calendar invites, room scheduling, AV, catering, materials printing, and post-training surveys.
- Maintain L&D administration: Academy (LearnAmp LMS) profile updates, content logs, training master files, learnlist set-up, monthly reporting, and mandatory training completion chasing.
- Support US and UK training events; manage attendance tracking and feedback collection.
- Create bios and descriptions for digital training content; undertake basic video editing for L&D resources.
- Liaise with Training owners and external training providers to ensure all practical and administrative aspects of training delivery are handled.
- Drive activity and engagement on the Academy (LearnAmp LMS), including running participation stats.
- Skills Gap Analysis: supporting data collection and tracking.
- Mentoring programme: supporting logistics and coordination.
- L&D Tracker: supporting the build and maintenance of a shared L&D tracking tool.

People Projects and Strategic Support:

Contribute to People team projects, including:

- Global Onboarding Experience: co-leading the creation of a global onboarding day for all new starters to the business
- Keep our Intranet updated with relevant content
- Working with the Marketing team to help collate material for our monthly newsletter
- Positively contribute to team meetings and initiatives, including active participation in presentations and knowledge sharing discussions.
- Develop and maintain strong working relationships with other team members, acting as a collaborative and supportive team player.

Personal Development and Profile at Savanta:

- Embody and role model company values, contribute positively beyond core responsibilities, e.g. knowledge sharing, initiatives to drive operational excellence.

- Take ownership of personal development and performance expectations, working closely with managers to achieve them, and encouraging a culture of learning and process improvement.

About You:

You're not expected to be perfect at everything, but to enthusiastically get involved with a wide range of tasks, helping to ensure the best possible outcomes for Savanta.

You'll demonstrate a positive attitude at all times, a willingness to learn, and have a great work ethic. You will need to be able to manage multiple requests and stakeholders simultaneously and a genuine desire to work in a dynamic, entrepreneurial environment.

In addition, our ideal candidate will be:

- **Proactive**, with a can-do attitude, you anticipate what's needed and act before being asked.
- **Reliable**, a positive face of the office, welcoming new joiners and our long-standing team alike.
- **Genuinely enthusiastic** for people and a natural talent for bringing them together.
- **Calm** whilst managing competing priorities calmly, pairing excellent organisation with close attention to detail.
- **Building trusted relationships** across all levels of the business, from graduates to the ELT.
- **Bringing ideas and solutions** for continuous improvement, particularly around the office, onboarding and employee experience.
- **Able** to say no or redirect, protecting your capacity for the work that matters most.
- **Discreet and professional** when handling confidential or sensitive matters.