

# Cotteswold Dairy



<b>Job Title</b>	Learning & Development Co-ordinator
<b>Department:</b>	Human Resources
<b>Base Location:</b>	Tewkesbury, with occasional travel to other depots
<b>Hours:</b>	40 hours per week, Monday – Friday
<b>Relationships:</b>	All Departments, Managers, Customers, External Bodies
<b>Responsible to:</b>	HR Manager

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## The Team Cotteswold Purpose:

**Being at the heart of a responsible and sustainable dairy community**

## JOB DESCRIPTION

### Overview:

To prepare, facilitate, monitor, evaluate and document training activities across the whole Company. To identify training needs and map out development plans for teams and individuals.

### Main Duties & Responsibilities:

- Work with department heads to review training matrix and plan out training requirements for the year
- Design and develop training programs using a variety of means including in-house and outsourced training providers
- Market available training to employees and provide necessary information about sessions
- Conduct Company-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Review training providers and ensure that they are offering the best courses and prices
- Co-ordinate the Apprenticeship Scheme and maximise use of the apprenticeship levy. Help support and guide apprentice candidates while in the work environment
- Co-ordinate Company Induction and carry out induction sessions as required, currently on a fortnightly basis
- Establish a mentoring scheme to help support new and existing managers
- Collate and review outcomes of PDRs and address training requirements
- Monitor and Maintain department training reviews

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Registered Office: Cotteswold Dairy Ltd Dairy Way Northway Lane Tewkesbury Glos GL20 8JE  
**Telephone** 01684 298959 **Facsimile** 01684 274994 **Website** [www.cotteswold-dairy.co.uk](http://www.cotteswold-dairy.co.uk)  
Registered in England No. 447327



- Use known training principles and keep up-to-date on new training methods or techniques
- Design, prepare and order training aids and materials
- Assess the effectiveness of training and determine the impact on employee skills and KPIs
- Gather feedback from trainers and trainees after training sessions and assess effectiveness, and collate in a central record
- Maintain a training library of contacts for future use
- Maintain training schedule and individual training records
- Host train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and equipment
- Provide statistical data regarding courses undertaken
- Proactively encourage leavers to complete exit interviews and assist them with the process when required
- Support departments with the "Buddy System" and ensure it is being used in the appropriate areas of the business
- Assist with the recruitment process and attend job fairs as required
- Any other duties as required by Senior Managers under the direction of the HR Manager

## Requirements:

- Proven experience as a Training Co-ordinator or Training Facilitator
  - Hands-on experience of co-ordinating training events
  - Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
  - Familiarity with traditional and modern job training methods and techniques
  - Experience with e-learning platforms
  - MS Office proficiency
  - Advanced organizational skills with the ability to handle multiple tasks
  - Excellent communication skills both verbal and written
  - Ability to work on own initiative and be a self-starter
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- Core hours 0800 to 1630 - Flexibility may be required due to business needs
  - Full Drivers licence

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