



Job description

Job Title: People Development

Responsible to: People Development Manager

Overview: Working in a fast-paced, evolving environment the successful candidate will join the People Development Team to provide support and guidance to individuals on our development programmes. Providing support with coaching and following up on 1 to 1's and development plans, e-learning programmes and workshops.

Responsibilities:

- Support People Development Manager with administration tasks
- Provide support to employees completing a variety of apprenticeship programmes
- Liaise with managers regarding employee progress and development
- Support the People Development Manager with identifying suitable roles for employees
- Provide administrative support for training events
- Follow development procedures to ensure successful completion of training courses.
- Complete reviews and observations to ensure employees are aware of development needs and opportunities.
- Develop and maintain effective working relationships with training providers.
- Monitor the effectiveness of training and assist in the development of the programme as necessary.
- Deliver training sessions to new Secondment Managers.
- Deliver training to employees and managers
- Support the People Development Manager with projects as required

Skills and qualification requirements

Essential:

- 5 plus years relevant experience in a development or training capacity
- Strong organisation, planning and attention to detail
- Strong computer literacy – in Word / Excel and Microsoft applications
- Good interpersonal, negotiation and communication skills
- Experience working with individuals completing a variety of apprenticeships
- Current UK driving licence
- Comfortable working in a dynamic and rapidly changing environment with the ability to build and maintain strong relationships at all levels
- Excellent attention to detail, especially when working with high volumes.

Desirable:

Knowledge of Human Resource / Employment Law

Send CV and introductory letter to info@mds-ltd.co.uk