

Index	342/TCO/HROD
Post Title	Training Co-ordinator
Division	Human Resources & Organisational Development
Section	Corporate Services
Location	Company HQ

Responsible to	Training and Development Manager
Responsible for	Any immediate reports

Job Purpose	
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1. Support the Training and Development Manager in the development and delivery of training programs. This role involves managing administrative tasks to ensure the smooth operation of training activities and maintaining accurate records.
2. The postholder will be a key member of the HR and Organisational Development Section.

General Responsibilities	
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3. Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
4. Be aware of and committed to the equal opportunities' principles and practices of the company.
5. Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
6. Effectively recruit, deploy and manage any nominated staff, full or part time and volunteers, providing appropriate training.
7. Develop and maintain highly effective working relationships with management and staff at all levels of the organisation and ensure that the reputation of the HR&OD department is maintained at a high level across the organisation.

Role Specific Responsibilities	
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8. Maintain and update all training records, ensuring accuracy and compliance with internal process
9. Liaise with trainers to ensure they are fully equipped to deliver training sessions
10. Respond to initial queries and, booking courses and materials
11. Manage training calendar in conjunction with the Training & Development Manager, trainers and participants
12. Perform general office admin tasks associated with the training department
14. Support other projects and initiatives as directed by the Head of HR & Organisational Development

Methods of Working Expectations	
15.	The postholder will be expected to:
16.	Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
17.	Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
18.	Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
19.	Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
20.	Undertake appropriate training associated with the duties of the post.

General Conditions	
21.	The full-time working week is 37 hours. A flexible approach to working is required (time off in lieu (T.O.I.L) system is in operation).
22.	A car mileage user allowance is payable (if using your vehicle for work purposes you must have insurance for business use).
23.	The Company operates a no-smoking policy.
24.	The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Michelle Milne – Senior HR Business Partner	March 2025
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	March 2025
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