Heart of England Co-operative
we're at the heart of the community

We're Recruiting

Learning & Development Officer

Job description
We are looking for a Learning & Development Officer to join us on a full time, fixed term contract of 24 months. The role is based at our Head Office in Coventry and reports into the L&D Manager, working as part of the wider HR Team.
The role itself is varied and would suit someone who is looking to progress their career within Learning & Development. You will gain invaluable experience in working alongside the L&D Manager and get exposure to all L&D initiatives within our Food Division. Whilst getting involved in all areas of training, you will be happy to get stuck in and support with various administrative tasks.

Main Responsibilities

Management of the LMS system, including designing content and the creation of e-learning modules, covering a variety of areas, from product to process. You will work alongside internal and external stakeholders, ensuring all modules are up to date and compliant.
Working alongside Area Managers and Store Managers and following up on training needs.
Supporting the HR Business Partner in the planning and delivery of various projects.
Supporting the L&D Administrator in a variety of tasks, such as with setting up new starters, actioning leavers and arranging training courses.
The design and delivery training across our Food and Head Office divisions.
Providing new ways of working to enable us to improve the way in which we offer a blended approach to training to our colleagues.

About You
We are looking for a motivated individual, who ' s passion for all things Learning & Development inspires others. You will come from a HR background or have transferable skills and be eager to learn and develop within the role. You will understand different learning styles, be creative in developing training content, and able to communicate with people at all levels. Previous experience working with an LMS system, in particular Articulate 360, is advantageous, but not essential. It would also be helpful if you have worked in a fast-paced retail environment. Ultimately, we are looking for someone who is confident they can join us and really make a difference.

To apply, please send your CV and a covering letter, detailing your location, and notice period.
Salary £25,200