



L&D GRADUATE TRAINEE



ABOUT THE ROLE

The role will support our Learning & Development Department in achieving its purpose of providing guidance and support for circa. 2,300 staff, comprising of 14 divisions and Group Head Office located throughout England and Wales.

In this role, you will get to work in various areas of Learning & Development and contribute to various L&D projects & Initiatives. You will work with stakeholders from across the business to ensure learning and development interventions are delivered on time and to budget. Our aim is for you to gain real breadth and depth of experience and take on early and increasing responsibility.

Over two years, you will be mentored by some of the most experienced people in our industry. From the offset, you will be supported to develop your skills and knowledge through structured training and guidance, enabling you to excel in your chosen career.

Responsible to Head of Training

KEY RESPONSIBILITIES

Below are some example job responsibilities you may gain exposure of:

- To assist in the delivery of learning and development solutions, from the Redrow portfolio
- Support the designing and writing of learning solutions, through liaising with external training/learning and development providers and professional bodies.
- Continually improve the learning portfolio by assisting in developing a robust evaluation process to ensure on-going quality improvements.
- Assist the Training team in the organisation and execution of events at the training centre and off-site.
- Networking within the Housebuilding Industry and outside of our industry to identify best / current and future practice.
- Support with the day to day running and development of our Learning Management Platform, Your Learning.
- Liaising with employees, Managers and Directors in the Divisions for their input and feedback into the L&D initiatives and projects.

- Liaise with third parties to ensure clear expectations and deadlines are met
- Undertaking L&D projects as required by the Head of Training / Group HR Director
- Feed into staff engagement initiatives by attending engagement group meetings, staff engagement surveys and staff communications including Engage

THE PERSON

What kind of person are we looking for?

- A passion for sustainability and the green agenda
- Confident and enthusiastic with the use of IT systems and support technology
- Strong business acumen skills to ensure activities bring value to the company
- Good research skills and the ability to build contacts and networks both internally and externally
- Drive and ambition with a positive “can do” attitude
- Good communication skills both written and verbal, with well-developed interpersonal and customer service skills
- Creative and problem-solving skills
- Full UK driving licence and own/have access to a vehicle for travel to work and sites where required

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.