

Job Title: Training Coordinator
Reporting to: Operations Manager
Direct Reports: N/A
Hours: 8am – 5pm Monday - Friday
Location: Orchard Farm, School Road, Salford Priors

Job Purpose: To ensure the effective and efficient fulfilment of ASF Packhouse/Warehouse training needs.

Main duties and responsibilities:

- To work collaboratively with managers to identify training needs to ensure that all employees are fully trained
- To assist the design and delivery of train the trainer programmes
- To monitor the effectiveness of training programmes
- To prepare and report as required
- To work collaboratively with HR to develop an annual training plan
- To design, deliver and review appropriate training programmes which meet different learning styles, business needs and cover the employment lifecycle
- To source external training programmes/trainers as required
- To be fully confident to deliver on the job training in a factory environment
- To research and evaluate appropriate training software programs to increase administrative efficiencies
- To maintain a training database
- To maintain employee training records as required for audit purposes
- To maintain knowledge of industry developments
- To undertake any other duty commensurate with the role



Person Specification

	Essential	Desirable	Assessed
Education/Qualifications			
Minimum GCSE grade A-C or equivalent in maths and English.	X		Application
Learning and Development qualification		X	Application
Degree or equivalent in relevant subject		X	Application
Experience			
Proficiency in Microsoft Office applications	X		Application
Proven track record in design and delivery of training programmes	X		Application/Interview/Test
Experience of delivery training within fresh produce	X		Application/Interview
Skills			
Effective verbal and written communication skills	X		Application/ Interview/Test
Effective problem solving skills	X		
Effective influencing skills	X		
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own workload	X		Application/Test
Ability to use initiative and work as part of a team	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview



Angus Soft Fruits Company Values and Behaviours

Integrity – we do the right thing; we meet industry standards

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

Exceed – we over deliver

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

Efficient – as experts we continuously seek to improve our supply chain processes and costs

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

Innovate – we develop new varieties and other creative approaches

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

