

HR Course Manager- Community Support

Department: Learning & Development Manager

Reporting Structure: Reports to HR Learning & Development Manager

Salary: £3,484/ £41,808

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are seeking a highly motivated and detail-oriented HR Course Manager to spearhead our community support initiatives for jobseekers with no prior experience. In the ever-evolving staffing and recruiting industry, it is essential to cater to individuals who may be entering the workforce for the first time. This role will focus on designing and implementing supportive programs that facilitate skill development and enhance the employability of individuals lacking hands-on experience. The successful candidate will collaborate with various stakeholders to create comprehensive resources, workshops, and training materials aimed at equipping jobseekers with essential skills and knowledge. Additionally, the HR Course Manager will be responsible for monitoring the progress of participants, gathering and analysing feedback, and continuously refining our offerings to better serve our community. By leveraging innovative methods and fostering partnerships, this role aims to empower a diverse range of individuals, ultimately contributing to their successful entry into the job market. If you are passionate about making a meaningful impact and possess a strong background in human resources and training, we encourage you to apply for this rewarding opportunity.

Responsibilities:

- Develop and manage comprehensive training programs for jobseekers with no experience.
- Collaborate with industry experts to create relevant course content.
- Conduct assessments to identify the training needs of participants.
- Monitor and evaluate the effectiveness of training programs and materials.
- Facilitate workshops and informational sessions for jobseeker support.
- Establish partnerships with local businesses and organizations to facilitate job placements.
- Provide ongoing support and mentorship to program participants throughout their job search.

Skills:

- Proven experience in instructional design or course management principles.
- Strong understanding of the employment challenges faced by inexperienced jobseekers.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse groups of individuals.
- Proficiency in utilizing technology to enhance training delivery.
- Strong analytical and problem-solving skills to assess program effectiveness and participant progress.

Qualifications:

- ✓ Bachelor's degree in human resources, Education, or a related field