

HR Course Manager- (Online Support)

Department: Learning & Development Manager

Reporting Structure: Reports to HR Learning & Development Manager

Salary: £3,380/ £40,560

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are seeking a detail-oriented and proactive HR Course Manager to join our dynamic team in the Staffing and Recruiting industry. The HR Course Manager will play a critical role in providing online support to learners, assigning of courses to suit individuals through smart assessment, and contributing to sales initiatives. This position requires a blend of strategic planning, exceptional communication skills, and a deep understanding of human resources training methodologies to create an engaging and effective learning environment. The ideal candidate will oversee the operational aspects of online HR courses, ensure timely and accurate assignment distribution, and foster a supportive atmosphere for course participants. Additionally, the HR Course Manager will collaborate with sales teams to promote our training programs, driving enrolment and enhancing the overall impact of our educational offerings. We value candidates who are results-driven, enthusiastic about professional development, and possess a strong background in HR or related fields. If you are looking to make a significant contribution to the development of HR professionals and the growth of our organization, we invite you to apply for this exciting opportunity where you can utilize your expertise and influence the future of HR training.

Responsibilities:

- Provide online support to learners enrolled in HR courses.
- Manage the assignment workflow, ensuring timely distribution and completion of tasks.
- Collaborate with instructional designers to update and improve course content as needed.
- Monitor course performance and participant progress, addressing any concerns promptly.
- Engage with learners through webinars, Q&A sessions, and feedback opportunities.
- Work closely with the sales team to develop strategies to promote HR courses and increase enrolment.
- Analyse market trends and competitor offerings to inform program development and marketing efforts.

Skills:

- Proven experience in course management or instructional design, preferably in HR.
- Strong knowledge of HR principles and practices to effectively support course content.
- Excellent communication skills, both verbal and written, to interact with diverse learners.
- Ability to analyze data and create reports on course effectiveness and participant engagement.
- Proficiency in online learning management systems and relevant technology tools.
- Strong organizational skills with the ability to manage multiple projects and deadlines.

Qualifications:

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