

Job Description – Recruitment and Training Coordinator

About Toppesfield - Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location. Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices, and achieved an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

Role description – We have an opportunity for a Recruitment and Training Coordinator who will work alongside HR department, you responsible for managing all phases of the recruiting process and the management of our internal training programmes / initiatives.

Recruitment -

- Responsible for the day-to-day activities associated with the Recruitment (creating job adverts, reviewing candidates, arranging, and attending interviews) and Onboarding of new employees
- Updating job descriptions and creating job descriptions for managers review and approval
- Organising and assist in interviews and provide interview feedback, when necessary
- Effectively advertise and use candidate attraction methods to generate the best candidates possible
- Developing effective strategies for evaluating and sourcing candidates
- Identifying and recruiting candidates whose skills, culture, motivation, and career goals align with our Toppesfield values and recruitments
- Participating in career events and job fairs for boosting the reputation of the company
- Assist in creating a robust onboarding process; employee welcome back; new employee meetings
- To work as a key part of the HR team with the aim of continually improving communication with the business and streamline of processes

Training -

- Conduct regular meetings with senior management to identify subjects be addressed
- Work with HR Manager to identify skills gaps using performance reviews and evaluating performance reviews to identify training needs for multiple departments across the business
- Create, develop, and implement tools and other methods to continuously improve quality, efficiency
- Identifying, creating and support the company in our apprenticeship programmes helping us utilise our levy
- Work in a team to produce, design, develop and implement training programmes to support business requirements
- Manage and coordinate company training programmes to include regular meetings with enrolled employees, ensuring mentorships meetings take place and managing the companies programme timeline
- Develop effective induction programmes for new staff, apprentices, and graduate trainees
- Monitor and evaluate training program's effectiveness and success rate
- Help managers develop their team members through c training, performance management, and progression pathing



How to Apply - Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website www.toppesfield.com, and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield.com](mailto:careers@toppesfield.com) or contact Human Resources.

Job Types: Full-time

Permanent Salary: £20,000.00-£24,000.00 per year