



Job Description – Skills Development Co-ordinator, Laurencekirk

Due to continued growth of the Land-based Pre-apprenticeship programme and our ever-increasing range of business activities, we require a Skills Development Co-ordinator to join the Ringlink team at our Laurencekirk office.

About Ringlink

This varied and challenging position will see you working for Scotland's largest rural business ring. Established in 1988, the co-operative has grown to a client base of 3,000 members and with a turnover exceeding £80 million, our model provides a cost-effective platform for efficient member to member trading.

Ringlink is a people-centric organisation that works solely for the interest of its members and includes haulage, construction, utilities, training and forestry together with a variety of other business activities. The business's ethos is one of transparency and we embrace the core values of: Integrity, Teamwork; providing high levels of Customer Service along with a 'Can Do' spirit for our membership.

The Land-based Pre-apprenticeship (SCQF4) is a work-based training programme and qualification, for young people aged 16-21 years old to enter or develop their skills in the rural sector. Launched in 2013, the Pre-apprenticeship has assisted over 250 young people to enter farming and land-based businesses, whilst providing a pathway of progression on to modern apprenticeships and other employment.

The role

As **Skills Development Co-ordinator** for the Ringlink group you will be responsible for coordinating activities, managing resources, monitoring progress and evaluating impact of the pre-apprenticeship. You will be a people person who is able to build strong relationships, engaging with internal and external stakeholders, and who is confident in supporting young people.

You will be proficient in Microsoft Word, Excel, PowerPoint, Teams and digital software such as Zoom. You will have excellent attention to detail, alongside planning and organisational skills to support the programme.

Typical duties include, but are not limited to:

- Assist with the delivery of the Land-based Pre-apprenticeship programme.
- Co-ordinate all administration for the onboarding of pre-apprentices
- Monitoring the learners training funds and liaising with training colleagues to arrange suitable courses.
- Monitoring the trainees' progress along with arranging visits to mentor businesses, in conjunction with the Scottish Rural college (SRUC).
- Supporting the pre-apprentices on their work-based training journey



- Building relationships and rapport with internal and external stakeholders
- Co-ordinate events such as mentor/trainee workshops
- Attend career fairs/events to promote the pre-apprenticeship
- Record any health & safety incidents as reported for pre-apprentices, including near misses.

The ideal candidate:

- Experience in work-based learning and dealing with government funding is desirable.
- Knowledge of the rural and/or training industries would be advantageous.
- You will be an enthusiastic team player whilst also being able to work independently on key tasks.
- A confident communicator who enjoys working with a range of colleagues and stakeholders which could include: mentors, students, educational staff, and other career influencers.
- Excellent attention to detail, time management and organisational skills
- A positive and 'can-do' attitude, with an enthusiasm for new challenges and problem solving.
- Ability to multitask and meet deadlines in a fast-paced environment.
- Experience of attending promotional events independently
- Experience using social media platforms and creating engaging content.
- A full driving licence and own transport will be needed for occasional travel to career events and to visit trainees on placement.

Location: Laurencekirk

Job type: Full Time, Permanent, Monday – Friday, 37.5hrs (negotiable)

Benefits: Competitive Salary, pension, life assurance, private medical insurance, sick pay, 28 days annual leave increasing up to 32 days and paid birthday day off.

Application process:

Interested candidates should submit their CV with cover letter to:
hr@ringlinkscotland.co.uk