



## **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 a confident communicator with a passion for developing young people.

You will be proficient in Microsoft Excel, Word and Teams along with having a great attention to detail, and excellent 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 through various communication channels - in person, phone calls, emails and online
- 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:**

- Knowledge of the rural and/or training industries would be advantageous.
- Experience in work-based learning is desirable.
- 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 would 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.
- 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](mailto:hr@ringlinkscotland.co.uk)