St. Canice's Kilkenny Credit Union Ltd. is now inviting applications for the position of:

TRAINING OFFICER

The Training Officer is a permanent full-time role which will be responsible for the effective management of the training function of St Canice's Credit union including all areas of induction, training needs analysis through to development and delivery of relevant training programmes.

The Training Officer role will support employee development across the Credit Union while ensuring that learning and development drives employee engagement.

PRINCIPAL RESPONSIBILITIES OF THE ROLE:

- To promote a learning culture and be an advocate for the ongoing development of skills across our workforce.
- To develop methods for identifying and implementing best practice across the business.
- Analyzing and identify training needs in conjunction with operational requirements
- Developing fresh and innovative training to include blended training approaches to meet learning requirements for ongoing development, ensuring that they are aligned to the strategic goals of the department/company.
- To be innovative and drive forward quality in standards, maintaining excellence and compliance to policy and regulatory requirements at all times.
- Planning, directing, and delivering training and development programmes including system and soft skills training across the company.
- Developing individual training programmes as required that meet the skills gap identified through training needs assessment.
- Leading and delivering induction to new hires across the company
- Designing and implementing appropriate e-learning strategies.
- Maintain staff memberships with external institutions (IOB, LIA III & ILCU)
- Enrolling staff on continuous personal development (CPD) & professional exams. Maintain data base of same
- Lead the Health & Safety requirements in St. Canices Credit Union in conjunction with the HRM.
- Be proficient in managing projects and programmes and delivering results
- Manage the training budget appropriately across the company.
- Maintain the training database and ensure all records are kept up to date
- Support the HR Manager with the recruitment process.

THE SUCCESSFUL CANDIDATE SHOULD HAVE THE FOLLOWING:

- Relevant qualifications or equivalent training experience desirable
- Knowledge of Scion operating system or equivalent desirable.
- Up to date understanding of training methods and best practices.
- Experience of delivering training to groups, and individuals.
- Coaching and mentoring experience.
- Proven presentation skills with adaptive style.
- Excellent knowledge of Microsoft Office 365 suite.
- Ability to work on own initiative, to a high standard and be adaptable to new software.
- Good communication skills both verbal and written
- Ability to deliver programmes to a high quality
- Energy and enthusiasm to motivate and engage others

This position will be advertised both internally and externally.

Applications including CV by email only addressed to: slattery.michelle@stcanicescu.ie

Closing Date for receipt of applications is Friday 1st July 2022

Short listing may apply and assessment will be done on the basis of the information provided in the application.

St. Canice's Kilkenny Credit Union Limited is an Equal Opportunities Employer

St. Canice's Kilkenny Credit Union Limited is regulated by the Central Bank of Ireland