



Unit 14, Papyrus Business Parc, Werrington, Peterborough. PE4 5BH
Tel: 01733 667753 www.mds-ltd.co.uk

JOB DESCRIPTION

Job Title: Trainee Liaison Officer

Responsible to: Chief Operating Officer

Responsible for: Trainee contact, Office administration support

Responsibilities:

Support People Development Manager with administration tasks

- Collate Profiles, videos and photos and produce electronic profile books
- Administration of meet the trainee event (MTT)
- Chase Secondment Request forms from Members
- Assist co-ordination of Secondment chains
- Administration tasks for induction
- Update spreadsheet / database
- Booking venues for Training – Face to Face

Trainees

- Settling in calls to trainees within 10 days of starting a secondment
- Co-ordinate training dates to trainees and database
- Following up on Trainee queries
- Health and Safety forms received within a week (onboarding?)
- Ensuring reviews are completed (with the help of new system)
- Identifying any issues that need addressing
- Production of Leavers Pack

Overall: Responsible for supporting the COO with the successful execution of the MDS Business Plan.

Trainees (Shared with Recruitment Manager)

- Assist with secondment review visits.
- Work with the secondment manager to review progress.
- Monitor secondment review paperwork and apprenticeship assessment frameworks.
- Provide regular contact and support to trainees and monitor progress.
- Keep detailed records.

Training

- Develop and maintain effective working relationships with training providers.
- Be responsible for the co-ordination and, where appropriate, the delivery of the personal and professional development of the Trainees.
- Monitor the effectiveness of training and assist in the development of the programme as necessary.
- Market the training programme to member Companies own Trainees.

- Deliver training sessions to new Secondment Managers.
- Deliver training on induction programmes.

Recruitment (Assist recruitment manager as required)

- Take part in the assessment centre
- Assist with promoting MDS at careers fairs Information Technology / Administration

Projects

- Manage projects as they arise

Members

- Maintain effective relationships with key employees at member companies.

Office administration

- Ensure the office is meeting all legal requirements ie.
 - Electrical checks
 - GDPR
 - Fire Safety
 - Health and Safety
 - use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office
 - manage online and paper filing systems
 - develop and implement maintain new administrative systems, such as record management
 - Respond to telephone enquiries
 - Support the team in additional tasks as required to meet deadlines

Working Conditions

- The position is full time and office based
- Some elements of the position will require travel within the UK.

Skills and qualification requirements

Essential:

Educated to degree level or 5 plus years relevant experience

Strong organisation, planning and attention to detail

Strong computer literacy – in Word / Excel and Microsoft applications

Good interpersonal, negotiation and communication skills

Current UK driving license

Desirable:

Knowledge of Human Resource / Employment Law

To apply email: Info@Mds-ltd.co.uk with a cover letter and CV

