

Work Experience role profile

Role Title	HR/Learning & Development trainee
Department	Human Resources
Business Unit	City & Guilds Group – Support Services
Location	London

Everything we do contributes to achieving our purpose: Helping people, organisations and economies develop their skills for growth. This purpose drives everything we do.

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Role purpose

To create marketing collaterals and implement a communications plans to publicise three of our key development offers – Group Employee Apprenticeships, Leadership LaunchPad and our new Middle Manager Programme (pilot).

What you'll be doing

1. Working across three of our key programmes
2. Designing marketing collateral
3. Working with a design company
4. Developing & implementing communication plans
5. Supporting the operations of a Group L&D function in a large organisation

What you'll learn

1. **Working across three of our key programmes**
 - How to identify aims and learning outcomes
 - How to provide overall description of the structure
 - The ways in which the programmes impact the business and the employees
2. **Designing marketing collateral**
 - What the key design principles are

- The ways in which to use the Group brand correctly
 - How to write effective copy
3. **Working with a design company**
 - How to create a brief and effectively turn it into a client deliverable
 - The way in which we manage different stakeholders
 4. **Developing & implementing communication plans**
 - What the elements of a good communication plan are
 - How a large organisation communicates to its employees
 5. **Supporting the operations of a Group L&D function in a large organisation**
 - How to understand the people and programmes in place to support the development of a workforce

What we're looking for

We can't live without you being...

- Curious (Imagination)
 - A creative problem solver who brings new ideas and finds new ways of overcoming obstacles
 - Keen to learn
- Collaborative (Integrity)
 - A team player who enjoys being part of the team, supporting and leading as needed
 - Shares knowledge and expertise
- Compassionate (Integrity)
 - Thoughtful, compassionate and human in their dealings with people
 - Self-aware and aware of their impact on others - emotional intelligence
- Resilient (Leadership)
 - Confident in the face of push back and challenge from others
 - Doesn't lose sight of delivering to high standards even when under pressure
- Confident (Leadership)
 - Motivated to get things done and make them better
 - Pro-active in taking on what needs to be done and using their initiative
- Trusted (Integrity)
 - Goes the extra mile for internal and external customers
 - Takes ownership and accountability

We would love you to have...

- A passion for marketing communications and Learning & Development
- Experience using Microsoft Word, Excel and Outlook
- Attention to detail and good organisational skills
- Strong communication skills (Verbal and written)