



Job Description

Job Title: Training Co-Ordinator

Location: Salford

Hours: 45

Salary: Dependent on experience

About the Business:

Network Plus safely deliver and maintain essential water, gas, and electricity supplies for millions of customers daily. Since starting the Company in 2000, Network Plus has grown considerably and now employ over 2000 people across the country.

Job Purpose

You will be responsible for the coordination, administration, monitoring and reporting of training compliance on your assigned contracts. You will liaise with our current Training Coordinators to produce an efficient & effective course schedule aimed at improving and maintaining competence and compliance across your contracts.

Key Responsibilities

- Maintain accurate training records within the training record management database
- Understand and monitor training requirements specific to contract, client and Network Plus
- Act as the main point of contact for your contract managers, working alongside them to maintain an effective training schedule. Striking the correct balance between operational and compliance objectives
- Produce and implement a training schedule which aims to increase training compliance in line with company expectations. This schedule will cover initial courses as well as renewals.
- Ensure the ongoing training schedule remains as efficient as possible, maximising capacity and attendance where possible to get best value for money
- Communicate course bookings in line with company policy & procedure
- Establish good working relationships with our supply chain (training providers and subcontractors)
- Track PO and invoices through to payment

Qualifications/Skills Required

- Good verbal & written communication skills – in person, email & telephone
- Attention to detail
- Ability to develop and maintain good working relationships with colleagues and management
- MS Office proficiency including Outlook, Word & Excel – minimum intermediate Excel.
- Proactive in nature and shows initiative
- Focused on achieving results & hitting deadlines



- Good organisational skills with the ability to work on more than one small project at any one time
- Professional telephone manner – ability to liaise confidently with supply chain, clients and colleagues
- Full UK Driving Licence



At Network Plus, we are always looking for people who can help us deliver exceptional service to our clients and customers. We carry out a wide range of activities in a variety of sectors, so careers with us offer plenty of opportunity for progression.

We believe in long term investment in our employees, including training, development programmes and continuing professional development (CPD). We are committed to recruiting from every community regardless of gender, age, race, disability, sexual orientation or social background.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.