



Role: Training Administrator
Location: Watford
Salary: £22,000
Working Hours: 35 hours per week, 5 from 7 days
Start Date: Immediate

“Are you an ambitious and hands-on individual ideally with a passion for the Sports and Event industry looking to take the next step in your career? If so, this could be the role for you”.

CSP Ltd. are a leading Traffic and Event Service provider. We work in partnership with many of the leading sports and entertainment venues throughout the UK, providing a number of services including; Internal and External Traffic management, Security & Stewarding and Crowd management services.

About the role:
Do you aspire to be part of our People team, working in a fast moving, competitive industry where you are encouraged to be yourself? You will be responsible for helping to manage our training strategy, with a front-line workforce in excess of 1500 workers, the Training Administrator will play a critical role in ensuring all employees and front-line workers are trained to the correct level, ensuring they are compliant to undertake their role. The Training Administrator will assist the Head of Talent and Resourcing who is accountable for all training activities to include needs analysis, source learning providers, and ensuring quality delivery of services. Reporting into the Head of Talent and Resourcing, you will be responsible for the administration of the CSP Training and Development plan, which in turn supports the key areas of focus for all recruitment and resourcing needs.

This role is based at the Company’s Head Office in Watford, however, travel to client sites whether it be nationally or internationally may be required.

About you:
You will be a multi-tasking, flexible, organised individual who is detail orientated and learns quickly, and has a great appetite for working to deadlines and managing multiple priorities, at times with conflicting timelines. You will be an excellent relationship builder as the role requires engagement with various stakeholders, both internally and externally. You will have a real appetite to grow and develop in a fast-paced environment., no specific qualifications are required for this role, but you will be able to demonstrate strong IT skills, proficient in Microsoft Office (Excel, Powerpoint and Word).

Previous experience in an administrative role would be desirable, although not essential. This role will also provide a fantastic career opportunity for someone looking to start a career in a People Team.

- Benefits include:**
- 23 days paid holiday per year, rising to 25 days + Bank Holidays
 - Life Assurance (4 x annual salary)
 - Cycle to Work & Tech schemes

To apply for the role, please click this link <http://jobs.talentspa.co.uk/talentspa/Search/Vacancy/All/1/4671356?iframe=true>



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