

Associate Consultant for a Growing Learning & Development Business

The Training-Network.Org Ltd (TNO) www.tno.org.uk is a small, growing and highly successful consulting organisation providing a range of learning and development services to large organisations operating in the UK and around the world. As a result of growth in our business, we are looking to recruit an individual to contribute to our marketing, on-line activities, business management and client work. As a small business, we are able to offer a varied and diverse diet of interesting work for the right individual. Typical roles that a successful individual will undertake include:

- Project managing, updating and expanding the content of our web-site & on-line presence
- Managing and maintaining a client contact & marketing data base
- Establishing a knowledge management data base of learning and client material
- Researching potential client organisations
- Drafting and producing client proposals, presentations and learning materials
- Supporting the delivery of client training programmes and workshops
- Collating and analysing data arising from client diagnostic activities
- Contacting clients to arrange meetings, events and other logistical aspects of our client work

Our business is all about accelerating learning in organisations to improve performance. The successful individual joining us will receive excellent training and preparation to undertake the roles described and will be encouraged to take on more challenging roles as confidence and capability grows. We are a genuine “virtual” organisation with no fixed office base so the successful individual will need to be able to work from home, have good self-motivation and “self-starting” skills and be willing to travel regularly to key internal and client meetings. This role will best suit an individual who has studied a business related degree and has already gained some practical experience of working in a busy commercial (or comparable) environment.

Individuals will need to demonstrate the following important personal capabilities & qualities:

- A willingness and ability to learn quickly
- An ability to work independently with remote management guidance
- An ability to work quickly and accurately to deliver quality work against tight client deadlines
- Excellent inter-personal and oral communication skills in dealing with colleagues and clients either face to face or over the telephone
- Excellent writing skills with the ability to take broad ideas, information & concepts and turn them into clear, well organised written communications/documents for presentation to clients
- Excellent planning, organising and project management skills
- An ability to analyse complex information and data and produce concise evaluations and summaries
- Excellent IT & web-based skills and in particular good competence and familiarity with MS Word, Excel & Powerpoint plus the use of on-line forums, business & social networking tools
- An attitude and outlook that is enthusiastic, enjoys variety and is open to new ideas and activities
- As the role will involve regular travel to client or internal meetings, it is essential that the individual holds a full UK driving license and has access to a car.

In the first instance we will be offering a 12 month contract to the successful individual with the potential to extend this thereafter by mutual agreement. A competitive salary will be offered dependent upon skills and experience. In addition the selected individual will be able to earn a six monthly bonus based upon the achievement of pre-agreed performance and personal development objectives. A laptop, printer and blackberry phone will be provided for the role and travel and related expenses will be fully reimbursed. If you are interested in the above role please email your interest to info@tno.org.uk and we will send you our applicant questionnaire to be completed and returned to us with your CV.