Bluetree Group are the fastest growing print business in the UK and have been on the Virgin Sunday Times Fast Track 100 ranking for two years running. With over 400 employees, we have departments ranging from production to sales, artwork to customer service and marketing to finance.

**Here’s where you come in:**

We are seeking an in-house Product Trainerto join our growing People and Training Team, working 09:00-17:30 Monday to Friday (some occasional flexibility may be required to suit the needs of our 24/7 business).

This talented training professional will lead on the creation and co-ordination of our Product Training Programme which will include a varied range of product focused training. The role will involve identifying training requirements across our departments, creating engaging training materials and delivering first class product and print-process training internally across the business. Your training will complement the training already being delivered by our Personal Development and Wellbeing Trainer, and will enable our colleagues to become world class experts on the products that we manufacture here on site.

You will be an experienced Trainer who can work autonomously and forge positive relationships with colleagues quickly, but you may not have worked in the printing industry before. You will have experience of creating training materials and will be an experienced Trainer in one or more of the following areas;

• Product training

• Product launches

• Production / Manufacturing process training

• Printed products or print manufacturing process training

If successful, you will undergo a comprehensive induction program to ensure that you properly understand the business and our departments, products, processes and the quality standards we expect from all our colleagues. You will be committed to others, as well as your own, personal development and we will aim to constantly develop your skills and knowledge to enable you to deliver a broad range of product training within the business.

You will be targeted on the improvement of key KPIs and SLAs across the business and will be expected to deliver training within agreed timescales.

**Benefits:**

* Informal office dress code
* BUPA Health Care (following 3 months of employment)
* Regular social events both on and off site
* Long service holidays awarded after 3 and 5 years of service
* Regular charity events and fundraising
* Enrolment into the company pension scheme
* Living Wage Employer

Your role will involve;

* Shadowing colleagues across the business and working with line managers to suggest required product and process training programmes
* Working with the Head of Team Experience to set your own realistic training targets which drive continuous improvement
* Creating engaging and realistic training programmes and materials - from classroom-based learning to one-to-one tuition, or coaching as appropriate
* Delivering First Class Training across departments from entry level employees through to senior management which is varied and supports the delivery of HR and business objectives
* Supporting Continuous Personal Development (CPD) at Bluetree Group
* Recording training statistics/KPIs (e.g. KPI improvement, number of sessions ran by department per month etc.)
* Documenting training processes
* Identifying external training which the organisation can take advantage of (e.g. local college, government)
* Suggesting improvements to processes and policies
* Making a positive contribution to raising the profile of the business as an employer of choice
* To embrace other duties and activities as maybe reasonably expected of the post holder, including running training sessions outside the Product and Process remit to cover holidays or peak onboarding periods

**Essential Skills**

* Relevant Learning and Development qualification (e.g. degree, CIPD level 5 or 7)
* Experience of Training and Development delivery in a manufacturing or office environment
* Experience of producing and developing engaging training materials
* Ability to work to targets and a proven track record of delivery within Learning and Development
* Ability to analyse the impact of training which has been delivered
* Personable and able to develop positive relationships quickly at all levels
* Ability to demonstrate a good level of IT competency covering all Microsoft Office systems including Word and Powerpoint
* Ability to work autonomously
* Excellent written and verbal communication skills
* Ability to be adaptable and work flexibly
* A commitment to own professional development and willingness to learn about print products, print manufacturing processes, the Bluetree Group and their values
* Ability to demonstrate personal and professional integrity, including modelling the Bluetree values

**Desirable Skills**

* Experience of working in the Print industry
* A-levels Grade A-C or equivalent
* GCSE Maths and English A-C or equivalent

**The Company**

Bluetree Group operates through two Brands; InstantPrint and Route1Print.co.uk. We target all sectors of the market; from small & micro businesses to the largest FTSE 100 Companies.

You’ll be working at our state-of-the-art factory that is based in Manvers (local to Rotherham, Barnsley, Sheffield and Doncaster) which is located on a major bus route, and free-parking is available on site. Once you walk through our doors, you realise that technology is pivotal to all of our operations. It’s a place for curious and ambitious people at heart.

*Bluetree Group welcomes applications from carers or parents who have taken extended career breaks and are a living wage employer.*

For all our current vacancies and privacy information, please follow this link to our website under the recruitment page [www.bluetreegroup.co.uk](http://www.bluetreegroup.co.uk).