



Together,  
we are a team

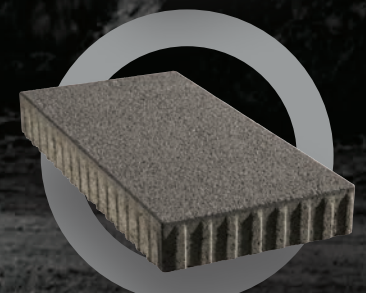
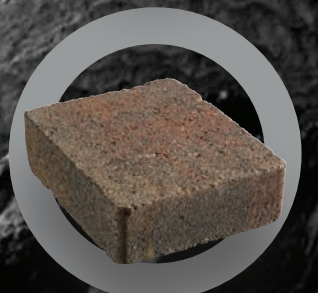
Digital Learning & Development Assistant



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**Trust  
Tobermore**





# 75 Years & counting

## Background

Tobermore is a European Quality Award winning company. We are a UK based paving and walling manufacturer specialising in the supply of world class landscaping materials including block paving, paving flags, kerbs, edging and walling products for both the domestic and commercial markets throughout the UK and Ireland.

### Our customer service

Our approach to customers provides reassurance and confidence that we listen to their needs, which makes us the supplier of choice. Tobermore seek to build lasting relationships with our customers by surpassing their expectations in quality and service. We believe in conducting our business in a manner, which achieves sustainable growth whilst maintaining a high degree of integrity, trust, honesty and teamwork.

### Our business processes

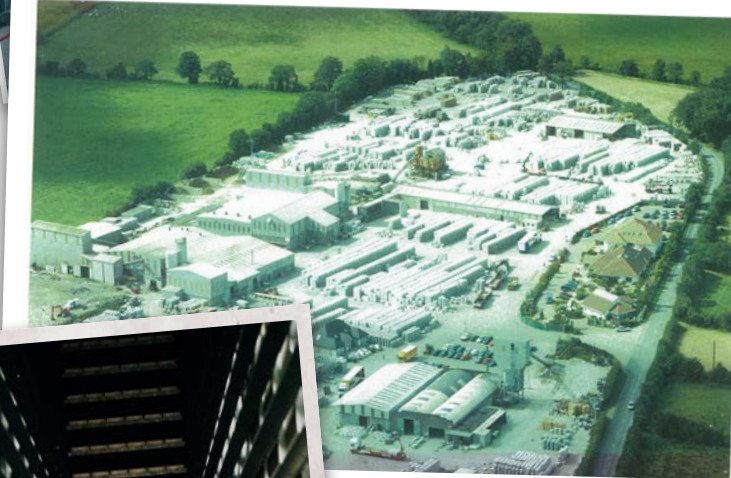
We make it easy for customers to do business with us. We have put the correct processes in place so customers find it easy to deal with us and get the products and information they require faster than our competitors.

### Our products

We provide our customers with a market leading choice of products to suit all project requirements. Our product quality throughout the years continually meets and surpasses customer expectations. Tobermore has received many other accolades to further support the company ethos of excellent customer service whilst providing high quality products. Tobermore is also an accredited ISO14001 and ISO9001 company.

### Our people

Our people are the backbone to our company. They understand the importance of customer relationships. People buy from people. Our success is a testament to how customers appreciate our staff that have been trained and developed to deal professionally with all customer requirements.





# Digital Learning & Development Assistant

**Job Title:** Digital Learning & Development Assistant  
**Division:** Learning & Development  
**Reports To:** Learning & Development Manager  
**Location:** Head Office, Tobermore

**Job Summary**  
Assist the Learning & Development Team with the development of Tobermores e-learning platform and carrying out general Training & Development administrative duties.

**Key Responsibilities**

- Assist in the design and development of E-Learning Content, including creating videos, script writing, screen recording and using other forms of multimedia best suited to learning and development needs.
- Maintain Tobermores E-Learning system, creating user accounts, uploading new content and ensuring content is accurate and up to date.
- Review and edit text, visual and interactive content in new and existing course modules.
- Add narration to existing and new course modules.
- Test and quality assure new and existing course modules.
- Maintain and update training records ensuring that users are assigned to and have completed necessary training.
- Branding pdf documents for induction plans and other HR/L&D material.
- General administration including scheduling and booking external and internal training.
- Assist in co-ordinating training requirements for all staff in association and in agreement with departmental managers.
- Ensuring best practice and processes are complied with to deliver best in class training and development.
- Other relevant Learning and Development duties as and when required.

This job description is not exhaustive and serves only to highlight the main requirement of the post holder. The job description will be reviewed regularly and may be subject to change.

**Requirements**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>▪ 5 GCSE's to include English, Maths &amp; IT.</li></ul>	<ul style="list-style-type: none"><li>▪ Third level qualification in a business or digital related discipline.</li></ul>
Experience	<ul style="list-style-type: none"><li>▪ 1+ years working in a busy office environment.</li></ul>	<ul style="list-style-type: none"><li>▪ Previous experience working in a digital role.</li><li>▪ Previous experience working in a training related role.</li></ul>
Knowledge, Skills and Competencies	<ul style="list-style-type: none"><li>▪ Knowledge of creating and editing Video content.</li><li>▪ High attention to detail.</li><li>▪ Very well organised.</li><li>▪ Self-motivated.</li><li>▪ Ability to work as part of a team and independently.</li><li>▪ Works well under pressure.</li><li>▪ Time Management.</li><li>▪ Adaptable to change.</li><li>▪ Familiarity with Business software such as Microsoft Word, Excel, PowerPoint &amp; Outlook.</li><li>▪ Have an eye for visual design and excellent creative ability.</li><li>▪ Ability to transform scripts &amp; storyboards into visual communication</li><li>▪ Ability to communicate difficult concepts using clear and simple language and visuals.</li></ul>	
Physical Circumstances		<ul style="list-style-type: none"><li>▪ Full and clean driving license</li></ul>

# Training

A comprehensive 3 month Training Program will be provided, covering all aspects of our business, including:

- **Business strategy**
- **Learning, development and growth strategy**
- **Internal systems and processes**
- **Lean management, process mapping and continuous improvement**
- **Effective personality profiling**
- **Onboarding processes**
- **Creating effective training plans**
- **Tobermore's coaching process - GROW**
- **Working with other Tobermore teams**
- **Delivering presentations**
- **Creating effective learning resources**
- **Tobermores learning management system - Litmos**
- **E-Learning authoring tools (e.g. Articulate)**
- **Central Training Diary Management**
- **Time Management**
- **Video Editing**
- **Animation Software**

# Benefits of working for Tobermore



## Competitive Salaries

The salary for this role is negotiable depending on experience.



## Bonus

A bonus scheme is included in the remuneration package for this post.



## Pension

You will be eligible to join the organisation's contributory pension scheme



## Annual leave

Your annual leave entitlement will be 30 days. Annual leave entitlement increases with service.



## Holiday Purchase Scheme

We have a holiday purchase scheme available for all employees.



## Career Progression Path

A company credit card is provided.



## Company Branded Clothing

Being part of an Award Winning Company – 'One to Watch' for Successful Workplace Engagement



## Being part of an Award Winning Company

– 'One to Watch' for Successful Workplace Engagement, won the European Foundation for Quality Management (EFQM) Business Excellence Award.



## Listed as Top 100 Company NI

Belfast Telegraph.



## Opportunity for Flexible Work Life Balance



## Corporate Social Responsibilities Employer



## Connected Employee Well-being App

BHSF Connect Well-being Employee App – 24/7 Employee Support



## Payroll Giving Employer.



## Long term career prospects

Growing and financially stable family business.



## First class working environment

Newly refurbished & enhanced headquarters building.



## Complimentary Employee Events.



## Length of Service Awards.



## Very strong emphasis on training

(internal & external), mentoring & development.



## Online Learning System



## Excellent workplace culture & team approach



## Company contribution to Employee Eye care costs



## Fresh Tea, Coffee

Fruit & Selection of bread when at HQ



# Testimonials



**Andrew Slaine**  
Learning and Development Manager

“ This is an exciting time to be joining Team Tobermore. Recently being highly commended for ‘L&D Team of the year’ by CIPD, emphasises the fact that Tobermore has the Learning and Development of all its employees at the heart of its culture. When you join Tobermore, you will receive a detailed training plan, ensuring that you are equipped with the knowledge and skills you will require to be successful. Tobermore continually invests in its people, with a wealth of training programmes available for your own self development. ”

“ Learning and Development is at the Heart of everything we do in Tobermore. In Learning and Development, we work across all areas of the business, putting Learning and Development plans in place and supporting all employees with their own personal and professional development. I have had great opportunities to work with a passionate and motivated team and no two days are the same. ”



**Michelle Flynn**  
Learning and Development Co-ordinator





# Well-Known Schemes

See more online at: [www.tobermore.co.uk/projects](http://www.tobermore.co.uk/projects)



**British Airways i360**, Brighton



**Olympic Way**, Wembley Arena, London



**Heathrow Terminal 2**, London



**Sir Chris Hoy Velodrome**, Glasgow

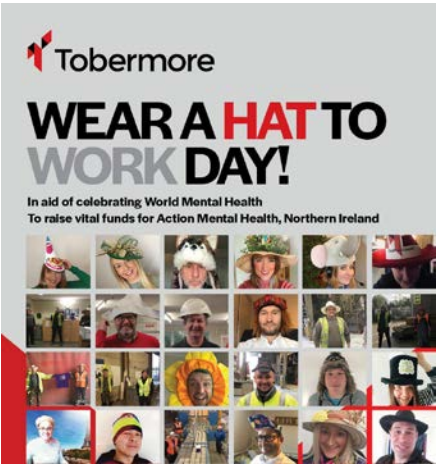


**Bet365 HQ**, Stoke-on-Trent, Staffordshire



**University of Hertfordshire**, Hertfordshire

# The Team







**Tobermore**

2 Lisnamuck Road, Tobermore  
County L'derry, BT45 5QF

T: 028 7964 2411

[www.tobermore.co.uk](http://www.tobermore.co.uk)