

Job Description & Personal Specification

Job title	Resourcing and Training Coordinator	Date: Jan 2026
Reports to	HR Lead	
Contract/department	Support Services (Managing Director)	
Location	Cheshire West and Chester (any location as may reasonably be required)	
Tier	T4	

Job Purpose

The Resourcing & Training Coordinator is responsible for coordinating recruitment, onboarding, and training activity to ensure Cheshire West Recycling has a suitably trained, competent, and available workforce to support safe and effective service delivery.

The role coordinates recruitment pipelines, onboarding processes, pre employment checks, and training scheduling, working closely with operational managers, supervisors, and the HR Lead. While operational supervisors remain responsible for delivering role specific and task based training, this role ensures that required checks, training activity, and records are planned, completed, and visible.

The role plays a key part in maintaining workforce compliance by ensuring employment eligibility, training records, qualifications, licences, and competency data are up to date, visible, and reliable, supporting assurance, audit, and day to day operational decision making.

The role also supports the delivery of the organisation's social value objectives by coordinating inclusive recruitment activity, including engagement with pathways such as care leavers, ex service personnel, and other underrepresented groups, in line with agreed workforce and social value plans.

Principal Accountabilities

- **Recruitment coordination:** Coordinate end to end recruitment activity including vacancy administration, advertising, interview scheduling, pre employment checks, and onboarding, ensuring recruitment pipelines support operational requirements.
- Monitor the fixed term employees in regard to their T&C's
- **Pre employment and eligibility checks:** Coordinate and complete required pre employment checks including references, right to work verification, driving licence checks, and any role specific eligibility requirements, ensuring checks are completed, recorded, and compliant before individuals commence work.
- **Social value recruitment support:** Support inclusive and targeted recruitment activity by coordinating recruitment pathways linked to social value objectives, including engagement with care leavers, ex service personnel, and other agreed groups, and maintaining appropriate records to evidence delivery.
- **Workforce onboarding:** Coordinate and partake in inductions and onboarding activity, ensuring new starters are issued with required documentation, systems access, and training pathways to be effective and compliant from day one.
- **Training coordination and scheduling:** Coordinate the planning and scheduling of mandatory, role specific, and refresher training, working with operational managers and

supervisors to ensure training requirements are identified, scheduled, and supported.
Ensure the relevant training system is updated

- Upskilling of Employees through their employment with CWR
- Manage the apprenticeship programme
- Works with the Cheshire West and Chester Council; Young People’s Service in line with the CWR Corporate parenting strategy specifically in the recruitment of Care Leavers
- Manage the probationary process for all new starters
- **Liaison with operations:** Work closely with operational managers and supervisors to understand resourcing pressures, training requirements, licence needs, and upcoming risks, providing timely information and coordination support.
- **Systems and process discipline:** Ensure recruitment, onboarding, and training activity is managed through approved systems and processes, maintaining data quality and avoiding reliance on informal or offline tracking.
- **Reporting and insight:** Produce routine reports on recruitment activity, training compliance, licence status, and workforce readiness to support management oversight and decision making.
- **Support to HR delivery:** Support the HR Lead with people related administration, data preparation, and coordination activity to enable effective HR delivery and case management.
- **Continuous improvement:** Identify opportunities to improve recruitment, onboarding, and training coordination, systems use, and visibility to improve efficiency, compliance, and workforce readiness.
- **Adhere to approved policies and procedures:** Ensure work is delivered in line with CMS and ISO standards and take personal responsibility for handling personal and sensitive information in line with legislation and organisational requirements.
- **Data Protection:** Take responsibility for handling personal and sensitive information in line with data protection legislation and organisational policies, ensuring data protection by design and by default is applied in all aspects of the role.

Person Specification

Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • A good standard of education or equivalent experience • Full UK Driving Licence. <p>Desirable</p> <ul style="list-style-type: none"> • CIPD Level 3 or equivalent experience • Relevant training, learning and development, or resourcing qualification
Experience	<ul style="list-style-type: none"> • Experience coordinating recruitment or training activity • Experience completing pre employment checks and right to work verification • Experience managing licences, qualifications, or eligibility records • Experience working with HR or people systems • Experience working with operational or frontline teams
Skills and Aptitudes	<ul style="list-style-type: none"> • Strong organisational and coordination skills • High attention to detail and accuracy • Ability to manage multiple priorities and deadlines • Clear and confident communication skills • Confidence to escalate compliance risks appropriately • Ability to work collaboratively with operational teams
Other Requirements	<ul style="list-style-type: none"> • Undertake such work as may be determined from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

	<ul style="list-style-type: none">• Work flexibly across all locations in line with business requirements. Out of hours working will be required.• Reflect Our Values through your actions and behaviours.
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