



JOB DESCRIPTION - TRAINING AND DEVELOPMENT COORDINATOR

Job Title: Training and Development Coordinator

Department: Human Resources

Reports To: HR Manager

Job Overview

The Training and Development Coordinator at Trendie plays a critical role in fostering a culture of continuous learning and professional development. This role is responsible for designing, implementing, and overseeing comprehensive training programs that align with both organisational goals and individual career growth. By enhancing employee skills and capabilities, the Coordinator ensures that all staff are equipped to excel in their current roles while preparing for future opportunities within the organisation. This position requires a proactive, strategic approach to training and development, focusing on optimising both employee performance and organisational productivity.

Key Responsibilities

Program Design and Development:

- Design, develop, and customise training programs to meet the diverse needs of the organisation and its workforce, ensuring alignment with strategic objectives.
- Identify skill gaps through needs analysis and work with department heads to tailor learning solutions accordingly.
- Continuously refine programs to incorporate innovative approaches and reflect industry trends.

Training Delivery and Facilitation:

- Organise and deliver engaging training sessions, workshops, and seminars across various formats (in-person, virtual, blended learning).
- Collaborate with subject matter experts to ensure training content is relevant, accurate, and applicable.
- Foster a dynamic learning environment that encourages active participation and knowledge retention.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

www.trendie.com.au 



Program Evaluation and Improvement:

- Evaluate the effectiveness of training programs through participant feedback, performance metrics, and other evaluation tools.
- Implement improvements to enhance program impact and ensure training objectives are met.
- Report on training outcomes to HR leadership and make recommendations for continuous improvement.

Collaboration with Internal Stakeholders:

- Work closely with department heads and senior management to identify evolving training needs.
- Ensure all training initiatives support the broader business strategy and promote organisational growth.
- Facilitate communication between departments to align training objectives with operational requirements.

Resource and Learning Management:

- Maintain and update training materials, ensuring they reflect the latest industry standards and best practices.
- Manage the Learning Management System (LMS), tracking employee progress, participation, and completion rates.
- Ensure all training records are maintained accurately, and provide timely reporting to key stakeholders.

Career Development and Employee Support:

- Advise and support employees on career development opportunities and available training pathways.
- Act as a resource for employees seeking to enhance their professional skill set or pursue internal advancement.
- Develop career planning tools to assist employees in setting and achieving their professional goals.



Industry Trends and Best Practices:

- Stay abreast of developments in training methodologies, adult learning principles, and e-learning technologies.
- Implement best practices and innovative learning solutions that enhance the overall effectiveness of training programs.

Qualifications and Experience

- **Education:** Bachelor's degree in Human Resources, Education, Organisational Development, or a related field.
- **Experience:** Minimum of 3 years' experience in a training and development role, with a proven track record of successful program delivery.
- **Training Expertise:** In-depth understanding of adult learning principles, instructional design, and training methodologies.
- **Technical Proficiency:** Demonstrated experience with Learning Management Systems (LMS), e-learning platforms, and virtual training tools.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to engage diverse audiences effectively.

Skills and Competencies

- **Program Development:** Ability to create and deliver structured, high-quality training programs tailored to organisational needs.
- **Organisational Skills:** Exceptional time management and organisational skills to manage multiple projects simultaneously and meet deadlines.
- **Analytical and Evaluation Skills:** Proficient in assessing training needs and evaluating program effectiveness through quantitative and qualitative metrics.
- **Technological Aptitude:** Proficient in using LMS software, Microsoft Office Suite, and other e-learning tools to design, implement, and monitor training initiatives.
- **Team Collaboration:** Strong interpersonal skills, capable of collaborating with cross-functional teams and employees across all levels of the organisation.



Working Conditions

This is a full-time position requiring flexibility to deliver training across different locations, including occasional interstate travel for multi-site training sessions. The role involves close interaction with employees at all levels, making professionalism, adaptability, and effective communication essential.

Key Performance Indicators (KPIs)

- **Performance Improvement:** Track measurable improvements in employee performance post-training.
- **Engagement:** Monitor participation rates, engagement levels, and completion rates across all training programs.
- **Satisfaction:** Conduct regular employee surveys to assess satisfaction with learning and development opportunities.
- **Goal Alignment:** Ensure training programs directly support business goals and organisational objectives.
- **Retention and Progression:** Analyse the retention rates and career progression of employees who have participated in training programs.

Company Values and Culture

At Trendie, we place high value on continuous learning, employee development, and operational excellence. The Training and Development Coordinator will embody these values by fostering an inclusive and growth-focused learning environment. You will play an integral role in equipping our workforce with the necessary skills to thrive both personally and professionally, ensuring that learning and development remain a cornerstone of our success.

Career Path and Advancement Opportunities

As a Training and Development Coordinator, you will have opportunities for advancement within Trendie, progressing to roles such as Senior Training and Development Coordinator, Training Manager, or Learning and Development Manager. Additionally, there are opportunities for further specialisation in areas such as organisational development, talent management, or leadership development, contributing to broader strategic initiatives.