

Learning and Development Coordinator

Brookbanks operates nationwide, providing integrated and holistic consultancy services for major infrastructure and development schemes. We have a reputation for designing and delivering complex mixed-use, major residential, and commercial build projects ranging from £5m to £500m.

As a UK, privately owned consultancy, we offer autonomy, flexibility and trust. Our people are empowered and supported to challenge the status quo, implement their ideas, and make a real impact.

This is a **part-time role**, based at our **Birmingham** office.

What's it in for you at Brookbanks?

- ✓ **Hybrid and flexible working:** we trust you to decide how you work best and endeavour to accommodate your personal circumstances.
- ✓ **Personable environment:** as a UK, privately-owned consultancy, you'll be more than just a number.
- ✓ **Roadmap for progression:** we're expanding into new sectors and regions, ensuring we can honour your progression.
- ✓ **Autonomy:** you'll have the freedom to work in your own way, create change and shape the company.
- ✓ **Innovation:** free from rigid processes or layers of hierarchy, we encourage fresh thinking and an entrepreneurial mindset

As Learning and Development Coordinator you'll:

- Coordinate learning and development activities across the business, supporting the delivery of agreed training plans
- Schedule, organise and support internal training sessions, workshops and knowledge-sharing events
- Work with each Group's Professional Development Lead to organise external training, including bookings, provider liaison and follow-up
- Maintain accurate training, appraisal and development records, ensuring reviews are tracked and actions completed
- Manage day-to-day L&D administration, including systems, documentation and reporting
- Support mentoring and professional development activities
- Alongside this, you'll also:
 - Undertake recruitment administration, including advertising roles, onboarding and induction
 - Support employee onboarding and exits
 - Work closely with the Head of Talent to support smooth people processes

What do we look for?

- ✓ Proven experience in learning and development
- ✓ Strong communication and stakeholder management skills
- ✓ Proactive, solutions-focused with a collaborative approach
- ✓ Experience designing and delivering professional development programmes
- ✓ A passion for enabling people and organisational growth

Powered by our people to
deliver for our clients



The Company

Expert technical, commercial and development consultants operating across all types of projects nationally.

Specialist advisors, with a track record of success, driven to support our clients' projects.

Our Development Partner (Master Developer) service is the only one of its kind in the UK. Led by ex-home builders and commercial developers to deliver our clients major development sites.

We are built to be different; we are built to guide our clients to success

The Brookbanks Difference

Working at Brookbanks is about leading innovation, creating great outcomes and driving change.

Our work is challenging, rewarding and ever-changing, but we wouldn't be where we are today if we weren't one of the best in our field and a great place to work.

Brookbanks is built on loyalty, wellbeing, sustainability, security and support; we take care of our people just as we take care of our clients.

Working for us

To learn more, or to apply, please send your CV to Zoe Evans, Head of Talent at recruitment@brookbanks.com.

