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| **Job Title** | **Planning Apprentice** |

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| **Reporting to** | Planning Apprentice |
| **Business Unit** | Central Operations |
| **Department** | Planning |
| **Location** | Wellpark |
| **Travel Requirements (if applicable)** | n/a |

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| **Role Summary** |
| Here at the Wellpark Brewery, we brew and package millions of cans, kegs and bottles of beer every week. We produce our own brands, like Tennent’s and Caledonia Best – but we also produce a wide variety of other beers on behalf of other breweries and retailers. All that newly packaged beer goes straight to our Warehouse, before it heads off on the next stage of its journey. That might be directly to a customer, to one of our own distribution centres, or to a third-party supplier.  This role is all about making sure that we plan and make the correct product at the right time. That includes making sure that we have all our materials and brewing ingredients in place to make great beer and liaising with suppliers to ensure that goods are delivered on time and in full. In addition, you will shadow other members of the team and get a firm grasp of how a busy planning team operate to be successful.  While working alongside the planning team you will also work towards SVQ in Procurement SCQF level 6 and Supply Chain Management at SCQF Level 7 over two years. Focusing on the below modules.   * Project Management * Time Management * Lean (Continuous Improvement) * Improving Purchasing Performance * Health & Safety for Purchasing & Stores * Effective Stock Control |

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| **Key Accountabilities** |
| * Work towards a nationally recognised qualification. Once you qualify, we hope that you’ll continue to develop and grow your career with us and become a part of our story. * Work closely with UK planning manager, site scheduler and material planners on learning the key points of planning and how we brew and package. * Supporting ingredients for the brewing department/contract packing and all dry goods for the site with support of the site scheduler * Supporting the Wellpark liquid tanker plan and in/out deliveries to support planned production. * Supporting materials for production and stock counts on materials in warehouse with the support of the material planners. * Build strong working relationships with colleagues within planning and operational departments. |

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| **Key Stakeholders** |
| **Internal –** Planning and demand planning, technical and innovation, brewing, packaging, finance, commercial, inventory, CCI and Primary customer services, customs and excise and logistics teams |
| **External –** Suppliers, contractors, contract customers |

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| **Skills** |
| * Excellent communication skills, with the ability to communicate at all levels, ensuring information is delivered and understood. * Able to take the initiative and push projects forward; solutions focused. * The desire to learn, both on-the-job, and through part time study * Highly numerate and PC ‘systems’ literate. |

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| **Experience and Qualifications** |
| * A good academic background – You probably enjoyed subjects like Business Management, Administration and IT while you were at school * Maths and English National 5 desirable |