

CANDIDATE SPECIFICATION



JOB TITLE	Group Training Instructor	
REPORTING TO	Training Manager	
DEPARTMENT/SUB DEPARTMENT	Training	
LOCATION	Rochford	
OVERALL PURPOSE		
To design, develop, deliver and assess development programmes and apprenticeships that support the development of skills, competence and future talent across the Group. The role will also support wider training and development activity across the Group where required and will involve regular travel to other UK sites.		
PRINCIPLE ACCOUNTABILITIES		
<ul style="list-style-type: none"> • Design and develop structured development programmes and apprenticeships to meet Group needs, • Prepare, coordinate and schedule structured development programmes, apprenticeships and associated training activity in line with Group requirements, standards and timescales, • Deliver and support structured development programmes and apprenticeships, with a focus on practical skills development, technical competence and learner progression, • Assess learner progress, competence and programme outcomes, ensuring delivery is aligned to recognised standards and Group requirements, • Review and monitor learner progress, performance, attendance and timekeeping against agreed development objectives and programme requirements, providing day-to-day guidance, coaching and support, and, where applicable, addressing employee relations matters in close liaison with the Training Manager and HR function, • Manage structured development programmes, apprenticeships and associated training activity, including administration, record-keeping and programme documentation, • Collaborate with Supervisors / line Managers to support learner development and identify training needs, providing feedback and recommendations based on programme delivery and learner progress, • Support quality assurance activities associated with the development, delivery and assessment of structured development programmes, apprenticeships and qualifications where applicable, • Support the promotion of the Company and its programmes, including recruitment events, school and college engagement, open evenings, awards events and related promotional activities, • Contribute to continuous improvement activities within the Training function, identifying opportunities to enhance programme quality, learner experience and operational effectiveness, • Abide by specific internally established control systems and authorities, lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's Standards, Policies and Procedures (including Environmental, Health and Safety), and • Carry out any other tasks where reasonable and relevant when required. <p style="margin-left: 40px;">This is not an exhaustive list.</p>		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent) at grade C / level 4 or above	✓	

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Qualification in Mechanical Engineering (or similar discipline) at level 3 or above	✓	
Qualification in Education and Training (or equivalent)		✓
Qualification in Assessing Vocational Achievement (or equivalent)		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Experience working in a manufacturing, engineering or production environment	✓	
Experience of designing, developing, coordinating, delivering and assessing structured development programmes and / or apprenticeships		✓
Experience of coaching, mentoring and supporting learners, apprentices or employees	✓	
Strong communication and presentation skills, with the ability to engage and support a range of learners	✓	
Strong organisation and administrative skills, with the ability to maintain accurate training records and programme documentation	✓	
IT literate (including Microsoft Office applications)	✓	
Ability to read and interpret technical drawings		✓
Ability to work with metric and imperial measurements		✓
Understanding and application of CAD software		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
Full UK driving license and willingness to travel regularly to other UK sites as required	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	