**NAPIT Training**

**Training Manager**

Start Date: October/November 2020

Working Hours: Full Time and Permanent, Monday - Friday

Location: Mansfield

Salary Range: TBC

Reports to: Head of Technical

NAPIT Training are a part of the NAPIT Group and are pleased to present the opportunity to work for a nationally based training company who are currently looking for a Training Manager to add to their team. The successful candidate will be required to carry out tasks which relates to the day-to-day training operations & management of its three centres and remote/satellite locations along with overseeing the centre administration staff.

The role offers a competitive salary and holiday allowance.

**Main duties include:**

* Working closely with the Head of Technical to ensure standardisation of all centres, responsible for a group of lecturers and three administrators across its three training centres and remote/satellite centres
* Management and overseeing of course calendars and updating of internal training databases with the planned training and assessments
* Organising the booking of internal and external training courses for candidates in line with requirements of company policies and procedures
* Maintain the requirements for the Awarding Organisation approvals and EQA audits
* Assisting with satellite centre EQA visits and approvals
* Liaising with the sales team to ensure training courses are effectively sold
* Updating website content
* Management of training course content
* Management of bespoke training programmes
* Collation of training KPI’s
* Regular appraisal of training staff

**Essential requirements**

Maths and English GCSE.

Good verbal and written communication skills.

Competent in the use of Microsoft office.

Computer literacy skills – working with all Microsoft office package.

Attention to detail relating to company procedures.

Good interpersonal skills who can work with all employee/management levels.

Ability to prioritise and organise own workload.

Excellent attention to detail.

Experience of management development and soft skills training.

Experience of designing and delivering a variety of training solutions.

Excellent facilitation skills.

Occasional travel to different training centres around the UK with the occasional overnight stay.

Attending trade shows to promote training activities.

**Preferred**

Previous experience of working within a private training centre is an advantage, with electrical or building services knowledge desirable.

Clean Driving licence as some travelling may be required during the probationary period.

Online training development knowledge.

**Apply**

To apply, please email in to info@napit.org.uk with your covering letter and CV, titling the email ‘NAPIT Training Vacancy – Training Manager’

Closing Date 23/10/20