**Job Title: Contract Trainer/Coordinator**

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| **Role Purpose (position scope)** |
| * Support and coordinate the Apprenticeship, Graduate and Work Experience programmes and placements
* Support the Training Department in the maintenance of training records, training plans, scheduling, course packs and certificates
* Supporting the Talent and Career Development Manager with coordination of personnel development and business training requests
* Compile and maintain spreadsheets detailing department key performance data and finance
* Office based role
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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Talent and Career Development Manager | Principal Trainer | N/A | Head of Training and Development |

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| **Key Responsibilities** |
| * Support the Talent and Careers Development Manager with the co-ordination of all Early Careers and business training programmes.
* Coordinate apprentice, graduate and work experience programmes and placements
* Maintain training records, training archives and recording of training qualifications into the Company database to support the Talent and Careers Development Manager.
* Compilation of training statistics/reports (including but, not limited to attendance, overdue, etc) on behalf of the training department
* Support Management with coordination of training for all Draken Europe Facilities and locations including remote sites.
* Support the Talent and Career Development Manager with coordination and admin tasks for both internal and external training providers in relation to course coordination, training scheduling, bookings and pre and post course work (where relevant), evaluation sheets, certificates etc.
* Liaising with department heads, line managers and employees throughout the Draken Europe Organisation to Support the Talent and Career Development Manager with the coordination of all required and personal development training.
* Carry out the duties of a trainer including but not limited to:
	+ Instructor
	+ Invigilator
	+ Examiner
	+ Practical Assessor
* The development and preparation of courseware as required for training in accordance with all applicable Regulations and Company Approvals such as:
	+ Training Needs Analysis
	+ Syllabi
	+ Training notes to support the TNA and syllabus
	+ Examination question banks
* The continued maintenance of courseware, training aides, examinations, assessments and materials used for training in line with customer and regulatory requirements.
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| **Key Deliverables** |
| * Ideally from an Aviation Engineering background but not essential.
* Experience in, or had exposure to, an Aviation/general training environment but not essential
* Awareness of Quality Management Systems and/or training records systems
* Understanding of GDPR Regulations in respect of training
* Experience with Learning Managements Systems and Instructional Design tools such as Articulate an advantage
* Previous experience with Apprentice and Graduate schemes/working with young people an advantage
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| **Core Skills** |
| Communication and Knowledge Sharing | * Good communication using a wide range of styles, tools and techniques
* Share information, good practice and expertise with others
* Respond to and discuss issues positively.
* Experience with Microsoft Office suite of applications, including Sharepoint and Excel.
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|  | * Adaptable and innovative with excellent planning and organisational skills.
* Ability to cope with pressure and change.
* Ability to work on own initiative and as part of a team.
* Experience within a customer led manufacturing business.
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|  | * Previous experience of working within a similar training role and environment desirable but not essential
* Experience of database management.
* Tenacious with a 'can do' attitude
* Able to remain calm under pressure and maintain a positive attitude
* Experience in a customer (internal and external) facing environment
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| **Key Measures** |
| * Company Training database is up to date with all mandatory training requirements per job role in order to satisfy compliance standards.
* All training attendance is captured within the Company Training database.
* Training records are accurate and joining instructions sent to participants ahead of time.
* On time development of training material and packages
* On occasion flexible working hours are required to achieve specific team goals or business needs.
* Effective Relationship with Business Unit/Functional Team.
* Able to assimilate data with accuracy and attention to detail in good time and in accordance with regulatory requirements.
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_