

CANDIDATE SPECIFICATION



JOB TITLE	Training Instructor & Coordinator
REPORTING TO	General Manager
DEPARTMENT/SUB DEPARTMENT	Training
LOCATION	Clevedon
OVERALL PURPOSE	
To deliver and support the Ipeco Group's training activities at Ipeco Composites.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Design and develop, prepare and schedule, deliver and support training, coaching, mentoring, learning and development programmes and assessment against Group needs within agreed timescales and standards (travelling to other UK sites when necessary) including but not exclusive to, health & safety; supervisor training, operator and assembly programmes; technical skills training and apprenticeship programmes. • Assess training, coaching, mentoring, learning and development programme outcomes within agreed timescales and to the recognised standards (travelling to other UK sites when necessary) including but not exclusive to, health & safety; supervisor training, operator and assembly programmes; technical skills training and apprenticeship programmes / career building schemes • Review and monitor employee performance against training, coaching, mentoring and learning and development programmes within agreed timescales and standards (travelling to other UK sites when necessary) including but not exclusive to, health & safety; supervisor/management training, operator and assembly programmes; technical skills training and apprenticeship programmes / career building schemes • Manage programmes (including the administration) of training, coaching, mentoring, learning and development programmes and assessment against Group needs within agreed timescales and standards (travelling to other UK sites when necessary) including but not exclusive to, health & safety; supervisor/management training, operator and assembly programmes; technical skills training and apprenticeship programmes / career building schemes • Support and engage in the Quality Assurance activities associated to delivering qualifications, training, learning and development activities • In line with the Training Department aims and objectives; liaise with managers to identify and support Group training and learning and development needs within the business, providing cost vs need analysis where applicable. Report requested needs and analysis to line manager • Maintain central training records for Ipeco Composites employees, informing the supervision/management team when refresher training is required • Supervise training activities for apprentices on a day-to-day basis, including the co-ordination of activities with the Training Department and third party organizations and attending to performance related matters in line with Company Policy • Act as the safeguarding lead at Ipeco Composites for the safety and welfare of apprentices • Support and participate in the arrangements for Company promotions including open evenings, school / college career events, industry days and awards ceremony • Support the recruitment process including the promotion of the Company, Group Training Centre and its programmes • To assist in identifying methods for continuous improvement and undertake programmes of change • To ensure all Company rules and regulations are met and to initiate appropriate corrective action • To maintain a safe working environment and observe the published Health and Safety Policies and Procedures • To carry out any other tasks where reasonable and relevant when required <p>This is not an exhaustive list.</p>	

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EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
Proficient in MS Office	✓	
Experience of layup of composite components		✓
Experience of adhesive bonding and mechanical assembly		✓
Understanding of NVQ level 3 apprentice framework	✓	
Previous experience of supervision of a group of adult learners	✓	
Ability to proactively create and maintain training records	✓	
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
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	✓	