

Job Description

Job Title	ADAPT Training Manager
	Manor Farmhouse, Little Washbourne, Tewkesbury
Location:	Nationwide (<i>as required</i>)
	Europe (<i>as required</i>)
	Rest of World (<i>as required</i>)

NOTE: This job description is not intended to be all-inclusive. The Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

Job Role

To manage and co-ordinate all training activities involved with ADAPT. To support the development, training and assessment of staff conducting ADAPT selections worldwide.

Main Duties

- To develop and maintain training material for all levels of ADAPT Examiner status and for all culture:
 - Conduct training needs analysis
 - Be responsible for quality and configuration control
 - Develop new material as capability and client base changes and evolves
 - Ensure that training events are furnished with appropriate training material
 - Conduct Inval and Exval on courses
- To deliver ADAPT training to customers at their sites as required
 - To award Assessor or Examiner status to suitable qualified students
- To co-ordinate ADAPT training events
 - Attend international training event (average 2 weeks per event)
 - Responsible for assembling and preparing associate trainers for international ADAPT training events
 - Liaison with Project Co-ordinator to arrange travel and accommodation for all staff
- To run assessment and selections internationally:
 - To manage associate trainers and examiners
 - Oversee and co-ordinate training of associate trainers
 - Ensure currency and quality of associate trainers and examiners
- To conduct Business Development Activities on behalf of the company during the course of the job



Additional Duties

- To assist other key Company personnel in the performance of their duties in the ADAPT team.
- To attend team and other Management meetings and take minutes as and when required, producing timely, accurate written records.
- Contribute to conference and journal papers for publication.
- To travel throughout the UK and internationally in the performance of duties.
- Undertake such other duties, training and/or hours of work as may be reasonably required by your manager and which are consistent with the general level of responsibility of this job.
- To assist other members of staff as required.

Training/Personal Development

- To undertake any additional training in order to enhance or grow skills relevant to the role.
- Complete CPD to ensure that addressing any areas of weakness and improve potential within the Symbiotics environment
- Extend professional knowledge by attending relevant events/workshops/conferences
- Develop attributes appropriate to tasks
- Maintain currency with knowledge, skills and future developments of:
 - a. Training design and development techniques
 - b. Military and government contracts or news

Job Details

- Full-time, permanent position.
- Salary dependant on experience, skills and qualifications.

	Essential	Desirable
Qualifications / Attainments	<ul style="list-style-type: none"> • Instructional qualification 	
Relevant experience	<ul style="list-style-type: none"> • Training Needs Analysis • Training Delivery • Aviation Understanding 	<ul style="list-style-type: none"> • Coaching • Interview techniques/HR experience
Information Technology Skills	<ul style="list-style-type: none"> • Ability to use Microsoft Office Suite – Word, Excel, PowerPoint and Outlook. • Ability to use Internet & Websites. 	<ul style="list-style-type: none"> • Databases
Special Attributes	<ul style="list-style-type: none"> • Self sufficient • Self motivated and enthusiastic worker • Ability to work on own initiative • Good Customer facing skills • Able to travel at short notice 	<ul style="list-style-type: none"> • Foreign language skills
General Intelligence	<ul style="list-style-type: none"> • Excellent communication skills, verbal and written • Good problem solving skills • Personal work planning and organisational skills 	<ul style="list-style-type: none"> • Ability to work successfully with colleague and customers without face-to-face communication opportunities
Disposition	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment change • Diligent and ambitious. • Self-motivated and confident. • Trustworthy and reliable. • Ability to work as part of a team or on own. 	