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| **Job Title** | **:** | Trainer/Consultant |
| **Division/Dept** | **:** | Training and Consultancy |
| **Report to** | **:** | Vicki Fuller |
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| **Job Purpose:** |
| Prepare and deliver Incident Command System training course programmes and exercises in accordance with company and industry standards to meet the needs of clients.  Ensure the quality of training and consultancy deliverables are always maintained to highest standards.  Support our customer’s exercise programmes in a variety of roles.  Provide Consultancy services to clients. |
| **Main Duties & Responsibilities:** |
| * Delivering Incident and Emergency Management training products and services. * Ensuring that training courses are prepared and delivered to agreed budget and quality. * Developing industry leading training products and services, which meet and surpass customer requirements. * Identifying Incident and Emergency Management best practice and developments, ensuring this is incorporated into training products and services. * Taking responsibility for the quality and delivery of training projects. * Develop online incident management training products. * Develop incident management exercises and drills. * Support consultancy projects when required. * Act as a Coach or play a role within incident management exercises. * Ensure that all training resources are efficiently managed and maintained to a high standard. * Monitor customer feedback and learning outcomes, both formally and informally. * Always be aware of, and compliant with, all HSEQ policies relevant to the company and client. * Working with colleagues to ensure problems are dealt with to the customer's satisfaction and that appropriate suggestions for improvements are incorporated. * Conduct any other tasks as deemed reasonable and appropriate. |
| **Job Specification:** |
| **Applicants should preferably have knowledge or experience of the following: -**   * Incident/Crisis/Emergency management systems (preferred), specifically the Incident Command System (desirable) * Training course development and delivery * General management principles * Project Management * Exercise development and delivery * Cultural awareness   **Technical/Work-based Skills**   * Computer literate * Office software programmes e.g., Word, Excel, Outlook, Teams etc. * Training software, in particular Powerpoint * Able to write technical documents (plans, manuals, checklists, etc.) |
| **Other Skills Required:** |
| * Clear communicator * Working as an effective member within a team * Working independently with minimal supervision * Confident and comfortable leading training type activities * Be very organised * Be flexible around when work is done * Able to self-manage and prioritise work effectively * Focused, motivated with high degree of work output * Comfortable travelling and working at client’s and other premises for up to 50% of the time * Good networking/influencing skills * Full UK Driving License * Passport and ability to travel globally |
| Last reviewed date: 08/03/2023 |

**Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**