

Job Description – Training Manager

Reports to: Head of Training
Based: Home Based
Hours: 35 hours per week- 5 consecutive days between Monday and Saturday (inclusive)

There will be the requirement for some weekend work and overnight stays. Due to the nature of this role your hours and location of work will need to be flexible, driven by customer requirements which may result in additional hours more than 35 being worked.

The role holder would ideally be in or a commutable distance from the Midlands, specifically Derby or Nottingham areas.

A company car or car allowance will be supplied as part of this role.

Who we are.

The RHA is a member-led trade association supporting people and businesses in the road transport industry.

Find out more about us and our values on our website <https://www.rha.uk.net/>.

At the RHA we believe that through collaboration and being a supportive, trusted partner, we can achieve great things. Our hybrid working approach allows our people to work both in our office locations and at home, providing flexibility and resources to succeed in your role.

At the RHA, our Equity at work strategy is aligned to our company values and who we are. We are committed to driving inclusion for all; aspiring to create a workplace that is fully representative of the communities and members we serve.

What you'll do.

- To deliver the full range of RHA training courses. This includes Transport Manager CPC, Driver CPC, Driver Assessor Training, LGV Licence Acquisition and other transport-based assessment or training programmes. You'll already be working in a transport-related training role with a C+E licence perhaps in a driver trainer or instructor role. Ongoing training and development may be provided for the right applicant to enhance your skillset and expand your portfolio of training capabilities. Applications are also invited from experienced Transport and Logistics Training Professionals.

Key responsibilities and duties:

- You will deliver a programme of agreed training across a wide geographic area and be able to advise and support delegates with respect to the subject matter of the various courses.
- You will deliver a programme of agreed training online from home and be able to advise and support delegates with respect to the subject matter of the various courses.
- Knowledge and delivery of the following course types: - Driver and Transport Manager CPC, Operator Licence compliance, Driver's Hours and Tachographs, In-Cab driver development / assessment, Banksman/Yard Marshall Training and Health & Safety.
- LGV Licence acquisition training where required.
- You will work closely with the Head of Training and the other Training Managers to establish best practice and make any improvements to the delivery of the training.
- To effectively prepare and update training course content on a regular basis.
- To identify opportunities for the delivery of bespoke training.

- Provide subject matter expertise on a range of learning interventions to support operational requirements and other relevant developments in legislation as required.
- Maintain records, collect data and produce reports to a high standard.
- You will ensure you have a full knowledge of all services offered by the RHA to advise accordingly of any services that may be of benefits to any delegates.

Key skills:

- Must be a people person with the ability to build rapport with colleagues and delegates
- Strong communication skills essential, both written and verbal
- Positive 'can do' attitude
- Commercially aware
- Good time management skills
- Strong organisational skills with attention to detail and a methodical approach
- Ability to manage workload with the minimum of supervision

Key attributes:

- Transport Manager Certificate of Professional Competence (CPC) in National and International Road Haulage
- Transport Manager Certificate of Professional Competence (CPC) in National and International road passenger transport
- Instructor qualifications i.e. PTTLS, DSA instructor or similar
- Assessor or Internal/external verifier qualifications
- An appropriate Health & Safety Qualification i.e. NEBOSH
- A full LGV C+E driving licence.
- A minimum of 5 years post qualification transport industry experience gained either in a transport operational role or an associated industry role.
- In vehicle, fuel efficiency and defensive driver trainer
- LGV Driving instructor experience
- Company audit experience
- Training Course design and implementation
- IT literate and familiar with the MS Office package, including PowerPoint and Outlook

What we offer.

We believe that taking care of our employees is the key to their success. That is why we offer an excellent remuneration and benefits package, 25 days holiday entitlement plus bank holidays for full-time employees and paid leave for charity projects. You can also purchase additional holiday.

We offer an extensive benefits package including private medical and dental insurance following completion of probation, Cycle scheme, monthly prize draw, Medicash and pension schemes.

We take pride in our commitment to supporting you at every stage of your career by providing top notch learning and development pathways.

If you require any reasonable adjustments or have an accessibility request as part of your recruitment journey, for example, extended time or breaks during interviews or assessments, a sign language interpreter, or assistive technology, please contact our HR team for further support. We are proud to be a Disability Confident Employer.



General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Data Protection Policy

- To be responsible for the activities required to support the organisation's Data Protection Policy.

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: