

POSITION:	Trainer/Assessor
LOCATION:	Sunderland office
TYPE:	Permanent

THE ORGANISATION

RTC is an independent and highly successful organisation. Whilst originally founded in North East England, RTC now works with businesses across the Northern Powerhouse to innovate, compete and grow, thus helping to create more and better jobs for the regions in which we operate.

The company has been a regional focus for innovation, competitiveness and growth since being founded in 1989 and today has offices in Sunderland, Leeds and Daresbury (North West).

RTC currently delivers government and European funded business support programmes including Enterprise Europe Network, Innovate2Succeed, Designing Better Business, Scaleup North East and Pathways to Innovation. RTC also supports the skills agenda and offers accredited and non-accredited training and is working with schools to promote Science Technology Engineering and Maths.

In April 2016, RTC moved to new larger premises in Sunderland, which is also home to co-located industry clusters, the North East Process Industry Cluster (NEPIC), the North East Automotive Alliance (NEAA), Design Network North and Service Network. The vision is for the new premises to be a regional hub for innovation, business support and professional services and we are now able to offer high quality training facilities and conference space.

THE POST

As an RTC Trainer/Assessor, you will be part of the Training Team, with shared responsibility for developing, delivering and continuing a range of accredited and non-accredited training programmes. More broadly, you will work to ensure that RTC's training programmes are of the highest quality, including course development and delivery with internal and external partners and associate trainers.

Responsibilities:

- Delivery of a range of accredited and non-accredited training programmes, predominantly in areas of leadership and management and coaching and mentoring.
- Maintenance of all course and related documentation, including course and lesson plans.
- Assessment of submitted work, offer constructive feedback to learners, maintain their individual files and tracking documents and report on progress and findings.
- Contribution to the development of materials and documentation to support the successful delivery of classroom training and to contribute to the content of online training courses, as appropriate.
- Attendance at standardisation meetings and ensure quality and standardisation of training and assessment methods, and to liaise with accrediting bodies, when required.
- Facilitate and support development, writing and delivery of classroom training by RTC associate trainers.
- Work proactively as part of the training team to achieve the team's goals, including:
 - Assisting the Training Manager relating to the development of RTC's training services
 - Contributing to the QIP and SAR
 - Contributing to the operating plan
 - Contributing to stakeholder events
 - Contributing to internal team development events
 - Developing and delivering in-house training

- Assisting with any enquiries in relation to training
- Project work
- Write and contribute to reports and progress updates on training activities
- Provide a point of proactive and regular contact with key clients
- Preparation of monthly progress reports for the Training Manager
- Maintenance of an accurate and secure audit trail of all relevant communication
- Liaising with the Marketing Team to provide information to inform their marketing strategy, as required
- Ensuring all work is undertaken in accordance with RTC's policies and procedures
- Supporting the work of RTC in whatever way may be reasonably required and uphold the quality of the RTC brand

THE PERSON

The candidate can expect a varied role and should be interested in entrepreneurship, innovation and business development.

Essential:

- Outstanding training, communication and interpersonal skills, both written and verbal.
- Experience of delivering training, including having researched and developed high-quality training/facilitation materials
- Experience of delivering accredited training and assessment including having a recognised training and assessment qualifications
- Experience of writing and presenting information of a high calibre, formally and informally, to a range of audiences
- Experience of completing training needs analysis and providing an appropriate training and development proposal.
- Excellent facilitation skills including an ability to lead a discussion to constructive conclusion and the ability to provide feedback and communicate potential ways forward in a way that provides positive motivation for the audience
- Sound project management skills, including taking responsibility for - and reporting on - key operational and financial deliverables
- Sound IT skills (e.g. Word, PowerPoint, Excel and Teams), including use of technology for communication with a geographically dispersed team
- Ability and willingness to work independently and flexibly, travel as required, manage own time and prioritise effectively whilst also working as part of a team
- Vocationally qualified to at least Level 5 or equivalent in a relevant subject area
- Experience of teaching or training in a relevant subject
- Experience of assessing learners.
- Possess a training qualification
- Possess an assessment qualification
- Access to vehicle essential as position involves travel to learners' place of work.

Desirable:

- Experience of online training
- Experience of working across business sectors delivering leadership and management and coaching and mentoring qualifications for a minimum of 5 years
- Internal Verification qualification

COMPETENCIES

Goal orientation

- Supports the restructuring of activities that do not help RTC to achieve its goals or deliver the strategic plan
- Pursues tasks/goals with energy, drive and need for completion
- Pre-empt problems by seeking guidance or taking action on an issue, task or project within their role

Communication and relationship management

- Builds good relationships internally and externally to improve service delivery
- Communicates professionally internally and externally

Self-management

- Plans and prioritises work effectively
- Is solution rather than problem focused

Innovation and creativity

- Identifies and shares best practice, and translates this into a practical application for RTC
- Looks for ways to improve current practice
- Shares ideas and learning with others
- Logically considers whether different approaches are strong or weak

THE PACKAGE

RTC is a dynamic independent technology transfer company. Its' ambition is to expand its offer and excellent reputation for delivering high quality projects across the North of England. Joining RTC at this exciting time affords an unparalleled opportunity to make a difference and be part of the economic growth of the North.

The post benefits from flexi time, a generous holiday entitlement and contributory pension.

HOW TO APPLY

If you feel you have the necessary skills and experience to undertake this role, please forward your c.v. and letter of application, confirming current salary and benefits package to:
personnel@rtcnorth.co.uk

If you require further information about this role, please contact **Mica.MacInnes@rtcnorth.co.uk**

Closing Date: 20 JUL 2018

