Job Description

Instructor Network Manager

Salary: £35,000 per annum
Permanent
Full time - 37.5 hours per week
Office based, with some flexibility to work from home

The company:

Lantra is a successful commercially focused charity, providing high-quality training and qualification products for skills and workforce development in land-based industries. With a staff of over ninety people and a turnover of £7m, we upskill more than 85,000 people each year and work with businesses and other stakeholders to create innovative skills solutions.

The role:

This role requires a sound understanding and experience of recruitment or sales, along with knowledge and experience of running recruitment campaigns and onboarding new recruits. Recruitment skills, a project management approach together with a strong ability to plan and deliver a programme of activity to time and budget are key to the success in the role.

This role will lead the recruitment of Freelance Instructors and Assessors to ensure that we meet the needs of our training providers in terms of geographical coverage and capacity.

The post holder will need to build and maintain networks with industry to understand its needs and position products to ensure they meet Lantra's accreditation requirements.

This role carries management responsibility for three Instructor Co-ordinators.

The person:

The Instructor Network Manager should be an experienced, versatile and flexible individual, with excellent problem-solving skills. Active listening skills are essential as the successful candidate will be the main point of contact for any queries or issues that our existing network of instructors/assessors/verifiers may have. The ideal candidate will have a flair for providing excellent customer service and a solution-based approach.

Additionally, the successful candidate will have experience of managing and motivating a small team.

It would be advantageous, but not essential, for the candidate to have knowledge of marketing and communication techniques, an ability to manage and monitor data, experience of the land-based employment sector and knowledge of assessment methodologies.

The successful candidate should have excellent communication skills, a good knowledge of Microsoft Office applications and an excellent standard of literacy and numeracy.

For further information, please visit our website.