

Training Officer

Location:	UK, South East.	Contract Duration:	Permanent
Full / Part Time:	Full time	Start Date:	As soon as possible
Hours:	37.5 hours per week	Closing Date:	13 th May 2021

About the company

ILS is a small, vibrant, consultancy company providing Risk Management and Training support to aid agencies, academic institutions and campaign groups to develop resilient organisations who can meet their Duty of Care even in the most challenging environments.

Founded by aid workers in 2010, the company has grown to become a leader in the development and implementation of people centric risk management and training solutions.

Our close-knit team is made up of a diverse group of professional risk management professionals who create bespoke risk management solutions and training packages for a range of high-profile humanitarian, development and commercial clients as well as major academic institutions.

OUR MISSION: We believe in empowering those who are building a better world. Placing Humanity at the heart of our solutions, we work in partnership with individuals and organisations to enhance their resilience.

WHAT WE DO: We deliver robust, comprehensive and innovative solutions to security risk management challenges worldwide.

OUR VALUES: We are driven by the values of humanity, respect, compassion and creativity.

About the position

The *Training Officer* role is a key new position at ILS, responsible for the effective delivery of our highly regarded training programmes.

We are looking for a dynamic and committed trainer with outstanding organisational skills to oversee all aspects of our flagship Hostile Environment Awareness Training programmes, ensuring these courses are effectively and efficiently run, delivering impact and value to the participants and to our clients.

The successful candidate will have the opportunity to work alongside a broad range of high-profile clients in both the UK and overseas, assisting them to fulfil their Duty of Care and to protect their staff, assets, programmes and reputation.

This will be done through delivery of ILS' core training products:

1. **Residential training programmes***: Administration, contribution to the delivery and operational oversight of;
 - ✓ Hostile Environment Training
 - ✓ First Aid Training

** The successful applicant is not expected to be knowledgeable or be able to deliver on all topics, but to be able to contribute to the effective running of each programme, delivering on topics in which they are appropriately qualified.*

2. **Field Level Training**: Administration, delivery and operational oversight of our overseas training programmes. These can be delivered anywhere in the world, for our clients. (subject to Covid travel restrictions)
3. **Online**: Development and delivery of a range of online training programmes, including;
 - ✓ Personal Safety Awareness Training (predominantly delivered to client field offices)
 - ✓ Travel Safety Awareness Training
 - ✓ Crisis Management Training
 - ✓ Security Risk Management Training

Location of the role: The position is based at our offices in the UK, near Brighton. A considerable amount of time will be spent at our training centre near Gatwick Airport.

The successful candidate will also be required to travel within the UK to client offices, and overseas, to deliver training programmes.

About You: The ideal applicant will be a dynamic, intuitive, and entrepreneurial character, able to deliver creative, immersive and high impact learning experiences to a range of stakeholders with highly diverse backgrounds and experiences.

We are interested in receiving applications from individuals with varied backgrounds and experiences. If in doubt -apply or get in touch!

They will be confident to work alongside senior members of client staff and communicate aims and ideas to a range of audiences and be comfortable working within a small, dynamic team. They will be self-motivated and able to organize their own workload over multiple simultaneous projects. They must be willing to undertake work related travel, sometimes to high risk locations.

Personal Specification

Essential

- Field experience in the NGO or Academic research sector, or relevant comparable experience;
- Demonstrable experience facilitating adult learning;
- A strong grasp of adult learning methodologies, learning cycles and participatory methods of learning;
- Experience in the development and/or customisation of training methodologies and content, including learning objectives, agenda development, exercise and simulation development, facilitator notes and presentations;

- An understanding of the human aspects of security, field resilience techniques and psychological first aid;
- Outstanding organisational skills and attention to detail;
- Outstanding interpersonal and relationship management skills;
- Customer service focus and entrepreneurial attitude;
- A high level of IT literacy;
- A valid UK drivers' license and experience operating manual and automatic vehicles.

Advantageous

- Adult training or teaching qualifications;
- First Aid Training qualifications;
- Experience working in the field of Gender or Diversity;
- Experience of delivering online and webinar-based trainings;
- Experience driving 4x4 vehicles;
- Ability to deliver training in French or Arabic.

Compensation Package and Benefits

- The starting salary for this role ranges from £30,000 - £45,000 depending on the level of experience you bring to the role. We offer a clear salary progression scheme.
- Employer pension contributions
- Enhanced starting annual leave allowance of 25 Days plus Bank Holidays plus additional leave benefits accrued in line with length of service
- Flexible working hours (core hours 10am-4pm)
- Generous Time Off In Lieu (TOIL) policy
- Medical Second Opinion service for you, your partner and your children
- Access to MyHealthPortal- 24/7 remote medical online health clinic
- Personal development plans

Recruitment process

If you have any specific queries about the role, please email leandro.nagore@locationsafety.com

If you would like to apply for this position, please send your CV with a covering email to info@locationsafety.com stating "Recruitment: Training Officer" on the subject line.

Only shortlisted candidates will be contacted and will be invited to interview.

We can only accept applications from individuals who have the right to work in the UK.