

VACANCY NOTICE
Training Co-ordinator – Vocational
37.5 hours per week - Permanent position
Offering a competitive salary

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The Operations department is looking to recruit a Training Co-ordinator – Vocational to ensure the successful planning, delivery and achievement of vocational qualifications across all disciplines within the centre.

The successful candidate will report directly to the Group Operations Manager.

Main Duties & Responsibilities

- Co-ordinate and plan the cost effective delivery and assessment of vocational qualifications and other practical activity across all disciplines
- Be responsible for the equipment and standards of all workshop training areas
- Manage staff associated with the delivery of vocational qualifications
- Ensure that staff have the appropriate qualifications as defined by the Awarding Organisations and plan and organise relevant CPD
- Liaise with the Training Coordinator – Academic and the Competence Manager to maintain robust planning mechanisms that support the delivery, monitoring, planning and information systems for learners and customers
- Monitor staff performance and where necessary support staff discipline procedures
- Plan and participate in curriculum and assessment standardisation meetings
- Ensure staff PDR/OTL reviews are undertaken and outcomes managed to meet the needs of the organisation
- Ensure that high safety and housekeeping standards are maintained within the training centre
- Ensure all equipment required for training activities is readily available, operational and complies with current legislation with regard to inspection and certification
- Participate in the delivery and assessment of the curriculum to learners

This position will be based on Teesside.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

The last day for applications will be: Wednesday 16th January 2019.

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK as part of our commitment to Safer Recruitment.

If you think you have the necessary skills please complete our application form available from the HR Team - email HR@tte.co.uk - Please be aware that TTE are closed from 4pm on Friday 21st December 2018 until Wednesday 2nd December, so there may be a delay in any responses to this post.

The HR Department
The TTE Technical Training Group
Edison House
Middlesbrough Road East
South Bank
Middlesbrough

TS6 6TZ

TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING