



Learning & Development Associates Ltd
Role Profile

Trainer

Version 2 – 3.12.24

Job Title: Trainer

Reports to: IQA Director

Direct Reports: None

Trainer Role Purpose:

The role of the L&DA trainer is to utilise the industrial expertise gained in your subject area to impart that to your learners, helping them to understand and gain knowledge of the subject. To in addition develop learners to further their industry performance within their own career. Uphold L&DA's vision and aim to foster confidence and raise the technical competence of the industry to the next level for all learners.

Trainer High Level Requirements

- Specialized knowledge of the UK Water Industry ideally demonstrating extensive and current industry knowledge
- Strong interest in teaching, coaching, assessing and mentoring
- Good Computer skills and in particular familiarity with Microsoft Office Suite
- Good communication, presentation and interpersonal skills

Trainer Role Specific Requirements

- Conducts training needs analysis by collecting information on client needs and employee skillsets.
- Evaluates gaps in needs by identifying areas requiring improvement or development.
- Creates technical training programs and interventions according to requirements, specifically:
 - Qualification Frameworks
 - Lesson Plans
 - Taught material
 - Assessment Workbooks
- Delivers high quality training in either a classroom or virtual environment, to ensure learners achieve their organisational and individual objectives
- Supervise and review learner's progress within the learning environment
- Understands and adapts delivery to account for any special learning requirements
- Provides encouragement, support, and assistance to the learners as required

- Supports learners through the education process
- Develops learners to the best possible outcome
- Evaluates interventions to determine the overall effectiveness of programs and interventions by analysis and listening to feedback and make improvements as necessary
- Recruits and onboard new technical trainers
- Maintains technical knowledge by attending CPD-based educational workshops and reviewing Industry publications.

Trainer Behaviours

Leadership, strong organisational skills, excellent oral and written communication, presentation and teaching skills, analytical skills, critical thinking abilities, strategic thinking, active listening, coaching, decision making, interpersonal communication, judgement, monitoring, persuasion, time management, vision.

Trainer Skills/Qualifications (Essential):

- Bachelor's Degree or Higher
- 10 years' senior Water Industry experience
- Computer Literate with excellent communication skills

Trainer Skills/Qualifications (Desirable):

- Level 3 Award in Education and Training *or*;
- Preparing to Teach in the Lifelong Learning Sector (PTLLS) *or*;
- Post Graduate Certificate in Education

Trainer Skills/Qualifications (Supporting)

- PREVENT for Practitioners (*preferred but not essential*)
- Safeguarding Certification (SOVA) (*training can be provided if not currently held*)
- GDPR / Data Protection Certification (*training can be provided if not currently held*)

You will work alongside a team of like-minded industry professionals who have already successfully transferred their knowledge and skills to the classroom.