

TDM - Learning Coach / Trainer (Tech & Digital)

Who Are You?

You should apply for this post if:

- you are an experienced Professional with a strong CV in one or more IT related industries
- who wants to remain at the cutting edge of the tech and digital skills sector
- whilst inspiring and coaching a new generation of adult talent (aged 16-65 - but typically aged 18-40)
- who serve our clients by working in - or seeking to work in - a fully employed ict, tech or digital occupation

Job Description

You will continuously improve your knowledge and competence in a wide range of ICT, Tech and Digital fields. You will be able to give Academic support to cutting edge ICT, Tech and Digital hot topics. More importantly, you will be able to give academic support to SOME or ALL Tech Partnership Accredited Apprenticeship Standards and Apprenticeship Frameworks. NB Apprenticeships are for all employed adults aged 16-65. You will also give academic support to:

- TRAINEES aged 16-18 who are actively seeking an employed position in ICT, Tech and / or Digital industries.
- people who are striving to achieve SOME or ALL of the industry certifications associated with Tech Partnership accredited qualifications, standards and frameworks.

You must also be ready and willing to train, coach or consult with others to help them to use the VLE software platforms supported by VLE Middleware, currently:

- Mahara ePortfolio Management System
- Moodle Course Management System
- Totara Learning Management System
- Totara Social
- WordPress Website Content Management System

If you expect to earn a higher end salary you must also be confident enough to:

- Inspire, lead, manage and develop other team members
- deliver excellent academic support on other skillsets / apprenticeships - ie skillsets / apprenticeships which are not exclusively Tech and Digital

You will submit a weekly activity report. You will attend general meetings, team meetings as scheduled.

At Monthly Individual Capability Review Opportunities (MICROs) you will renegotiate your default calendar, default diary, cookbook, input kpis, training & self-development focuses, financial bonuses available and your leading KPIs for the month.

Academic support duties can include all or any of the following (non-exhaustive) list of deliverables - these being delivered either in centre, on site, at an external training location or online using one or more of our adopted VLEs:

- Coaching
- Mentoring
- Assessing
- Training
- Lecturing
- Instructional Design
- Instructional Content Development
- E-moderation
- Training Needs Analysis
- Organisational Impacts Needs Analysis
- Internal Verification And Quality Control
- Invigilation
- Sign Up & Initial Visits
- Programme Management
- Programme Administration
- Programme Evaluation
- Programme Impacts Appraisal
- Observation And Feedback Of Peers
-and More....

Salary

Base Salary = £22k - £35k dependent upon: ** Tech / Digital Skills, Knowledge and Experience ** Academic Experience and ** Delivery Coverage range / flexibilities

Financial Bonuses = paid on upsell of TDM education & services into your client accounts.
All TDM people are TDM salespeople

Benefits = pension, holidays, timetable flexibilities, mileage paid, expenses paid if overnight travel is required. (Overnight travel will be infrequent but must be delivered if required by the company)

Interview Process

The interview process at TDM follows three phases. Phase 1 = Qualification, Phase 2 = Selection, Phase 3 = On-Boarding.

Phase 1, The Two-Way Qualification Process:

Stage 1 = Submit CV for our review

Stage 2 = If selected, submit Application Forms

Stage 3 = If selected, submit Job Role Questionnaire & Devine Analysis

Stage 4 = Site visit + informal 2-way "cafe" Q&A Interview (appx one hour - in order for both parties to decide whether or not to progress to the selection phase)

Please feel free to call Derrin Kent; MD TDM if you have any questions or concerns regarding any of the above - Mob: 07792 569 415, Office: 0333 10 100 40.