



JOB DESCRIPTION POST TITLE: Technical Trainer

Ref: 60a

**CATCH Facility
Redwood Park Estate
Stallingborough
NE Lincolnshire**

REPORTS TO: Training Delivery Manager

1. PURPOSE OF JOB

For CATCH Skills, to develop and deliver a suite of accredited and non-accredited training courses. To ensure existing and new training provision is delivered to the highest quality, exceeding customer expectations. To develop new course material based on clients' needs and formulate training plans accordingly.

2. MAIN RESPONSIBILITIES

- i. To deliver CATCH Skills training programmes with a focus on Mechanical Joint Integrity and Small Bore Tubing.
- ii. To facilitate and assist with training programmes and accredited courses to approved training standards as when required.
- iii. To work with Course Co-ordinator and Technical Trainers to develop training packages including course outlines, lesson plans, Q&A sets, schemes of work and other relevant documentation.
- iv. Deliver training programmes and accredited courses to approved training standards.
- v. To attend regular departmental meetings to report on key activities and performance against set objectives.
- vi. Any other duties as appropriate in line with the post.

3. CONTACTS AND RELATIONSHIPS

INTERNAL –CATCH team members mainly, Training Delivery Manager, Course Coordinator, other CATCH trainers/associates and Business Support Manager.

EXTERNAL Member companies and their delegates for training.

4. DECISIONS

Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

- i. Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis, reports to the Training Delivery Manager.
- ii. Physical Demands – The work may require moving and handling display stands, boxes of publications and other office equipment from time to time.
- iii. Working Conditions – The post holder will be based at the CATCH site for delivery of training and have flexibility to either come into the office or work from home on non-delivery days.
- iv. Hours of Work – Some 'out of hours' working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- i. STEM background through industry experience and relevant qualifications
- ii. Relevant Mechanical industry background with Mechanical Joint Integrity
- iii. Good planning and organisational abilities
- iv. IT literate with experience of using Word, Excel and Powerpoint
- v. Understanding of training and development and relevant qualification systems
- vi. Excellent interpersonal, presentation and communication skills, both verbal and written

7. GENERAL

- i. Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.
- ii. Equal Opportunities – The post holder must carry out his/her duties with regard to the CATCH Equal Opportunities policy.
- iii. Health and Safety – The post holder must carry out his / her duties with full regard to CATCH Health and Safety Procedures.
- iv. Training – CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- v. ISO 9001 – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times. The role is dependent upon the completion of a successful DBS certificate.
- vi. To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: