

 <p>NEW LINKS TRAINING SOLUTIONS <small>Linking People, Ideas, Networks</small></p>	New Links Training Solutions	Form: NLTS JD002
	Contracted Trainer	Version 3

We invite applications from experienced self-employed training contractors for our 2019/2020 training panel – for anticipated contracts from September 2019.

Title: Contracted Trainer with experience in one or more of the following areas:

- **QQI Accredited training programmes**
- Retail Display
- Retail Selling
- Customer Service
- Supervisory Management
- Training & Development
- **Non-accredited in-house programmes**
- Leadership
- Management
- Coaching
- Workplace communications

Responsible to: Director of Training

Essential Duties of the role:

- a. Deliver interactive professional development training based on proven adult learning theories
- b. Manage and support the learning management system (LMS) by completing administration tasks in a timely fashion and to the required standard
- c. Report problem issues to the training coordinator in a timely manner
- d. Process and Return all course records to the training coordinator
- e. Ensure that learner portfolio work is completed in a scheduled and timely fashion and that learners work is stored in compliance with GDPR guidelines
- f. A diligent approach to health & safety, equality and data protection legislation is mandatory
- g. Apply discretion in all aspects of work with clients of NLTS

Mandatory Requirements:

1. Applicants must have *a minimum of five years proven experience* in the discipline for which they are applying.
2. Applicants must have a recognized training qualification – a QQI Train the Trainer certificate 6S3372 is preferred. Applicants must have completed their qualification at least two calendar years prior to the application closing date however relevant professional experience will be considered.
3. Applicants must be in possession of a third level qualification related to the discipline in which they are offering their services or relevant work experience
4. Applicants must have a proven track record of delivering QQI programmes – evidence of this will be required from shortlisted applicants.
5. Applicants must have a proven track record of tutoring groups of mixed ability

Essential Requirements:

1. Must be willing to travel
2. Proven ability to complete projects and mandatory administration on time
3. Results focused
4. High level group facilitation skills with a clear understanding of both Pedagogical and Andragogical approaches to teaching adults
5. Ability to interact with learners by engaging a variety of adult education methods based on modern learning theories
6. Excellent administration skills including MS Office – Word, Excel and PowerPoint
7. Proven ability to achieve high level outcomes
8. Ability to self-manage in challenging environments
9. Excellent communication skills
10. Conflict resolution skills

Recruitment Process:

Shortlisting will apply. All successful applicants who are invited to an interview for the position of contractor with New Links Training Solutions must complete the following processes:

- Telephone Screening
- Formal Interview
- Tutor Skills Assessment / Presentation
- Sample Work Submission
- References from previous recent employers

Process:

Please forward your CV and a cover letter to tutorinfo@newlinkstraining.com