

Health & Safety Trainer Job description

Would you like to grow your skills and reach your full potential with a creative new company?

The Training Societi is a young, innovative and rapidly growing training company who provide practical health and safety training solutions to help companies comply with the law. We know that Health and safety is often seen as a dull and necessary evil so our aim is to bring to the market a new and modern quirky twist to this and promote good working practices in a fun, modern and memorable way. Most of our customers are from the construction industry which is starting to boom again in Bristol, our customers need this training or they cannot go to work so as you can see this is a great growth industry to be in.

The Directors of the company are both real entrepreneurs who have built this company from scratch and there is real pride in the fact that all of the team members muck in to get all the work done. In our world everyone is very important and all are treated and rewarded fairly. We all work hard but laugh hard when we can, therefore a good sense of humour is a must. We are more innovative than corporate and want to work with people who are themselves and express their positive personalities.

A very exciting new position has arisen for a self-starter who wants the chance to grow with our innovative company in a busy and challenging role; we want you to join us in our aim to shake up the Health & Safety Training industry, turn on its head and radically improve it, and the way our service users perceive it, as well as to become the largest company of it's kind in the South West.

As someone with a background in the construction industry you would have been on the 'receiving end' of Health & Safety training at some point. No doubt you would have experienced for yourself boring, and unhelpful trainers whose 'style' and lack of enthusiasm (and lack of correct information) make you feel like loosing the will to live. You may have seen training companies whose policies are so unethical it is clear that they are only in it for the cash.

We need a certain charismatic someone with a "can do" attitude who can not only train people, but who can also related to their audience, entertain, inspire and enthuse. We only consider those who have had the industry experience with the muddy boots and scars to prove it (as graduates and theorists can't relate to our clients with any experience, or understand the practicalities of works). You will be able to connect to all types of people and have the skills to put people at ease, as well as help those who may not necessarily ask for it.

We pride ourselves on our reputation of making all our customers feel well looked after as well as going that extra mile to keep them happy. We want you to do your best to not only educate with examples of your industry experience but also do everything in your power to ensure their return custom (and make sure they tell their acquaintances about how wonderful our service is). For most of our delegates you will be the first point of contact and therefore the first impression of our company – therefore you must be able to excel at putting people at ease, and making customers know that we will do our utmost best to help them. People do buy from people after all, and we want people to want to buy into the values of company because of the way you relate to people, introduce yourself, take an interest in them and conduct their training.

As well as the courses you will be running, our customers will be asking you about all our courses, so you must be keen to learn about the different types of courses we offer. We will expect you to keep up to date with and inform our team about changes in the different Laws and Regulations that our clients have to abide by. You are also likely to get asked all sorts of questions from our clients so will

be able to judge if a customer needs advise on what courses they require/be able to judge if they need to be referred to a Sales or Administration team member. You must be able to deal with all customer enquiries efficiently, making all customers know that their enquiry is the most important one you have ever received and that you want to genuinely help them.

To us likeability, willingness and a positive 'can and will do' attitude is much more important than what qualifications you have. We must stress that for the right person there is PLENTY of opportunity for career growth within our team and company.

Training courses

The courses we will need you to help us with will depend on you back ground experience, the range we offer at present is as follows (and the ones we want cover for the most are marked with an *). The more you can cover the better but we will be able to offer training in the areas you need.

- *Abrasive Wheels
- Asbestos Awareness
- Asbestos Non Licensed
- CDM
- CITB Site Safety Skills
- Confined Space Awareness
- Confined Space Medium Risk
- COSHH
- IPAF
- *Ladders & Steps
- *Manual Handling
- *PASMA
- *Risk Assessment & Method Statement
- *Safety Harness
- *Scaffold Inspection
- *Scaffold Appreciation
- *Work at Height
- First Aid

If you have training experience and qualifications then that is great, but you will be able to shadow our lead trainer and we will be able to offer continuous training to help you.

Main tasks

- **You will be doing whatever you can to make sure that all of the training courses that you lead are done so to the absolute best of your ability, and in line with the high standards as set by the Company Directors**
- Conducting training courses at both training centres and at customer sites
- Ability to bespoke courses to customer requirements – a bit of initiative is required
- Preparing all paperwork and handouts for your training events
- Arriving early, setting up the training area to our high standards (sweets, biscuits, squash etc)
- Meeting & Greeting delegates (we want hand shakes, tea and coffee) – making them feel looked after, making them feel wow!
- Ability to spot delegates who may need extra help (but who may not necessarily ask for it) and discretely helping them
- Earning the delegates respect and keeping control of the room!

- Making sure all delegate paperwork is filled in (registration forms and delegate forms), making sure all question papers are marked and sent back to our administration department in a timely manner
- Taking photos of all delegates on a digital camera / phone and emailing them to our administration department in the specified format in a timely manner
- Collating feedback and passing on to our Sales Team to action
- Passing on any sales enquiries quickly and efficiently to our sales team
- Passing on any administration enquiries quickly and efficiently to our administration team
- You will be making sure that you do your utmost best to make sure that all our delegates and book any future training with us (converting them to The Training Societi)
- Tidying up the training room after the course (this is especially important when at clients sites to try and leave it in a better start then when you got there!)

Other duties

- Keeping yourself up to date with Health & Safety Law & Regulations and passing this on to the rest of the team
- Attending and participating regular team meetings
- We may ask you to help with Sales Visits to customers
- Keeping up appearances with your freshly ironed Training Societi Shirt and professional appearance
- Helping to keep our work environment clean and tidy
- Providing refreshments as required
- Ad hock duties
- Providing holiday cover for other staff members & returning the favour for when your on holiday ☺

Must have attributes:

- You will be naturally friendly with a genuine desire to help people
- Your happy and enthusiastic manner will create a great first impression of our company
- You will be able to look at all situations positively (even the “learning curves”)
- You will be a quick and willing learner
- You’ll have a great ability to spot opportunities and act on these
- You’ll be a creative thinker, but able to work to procedures
- You’ll be hardworking and a self starter
- You’ll be a team worker able to work on own initiative
- You’re an ideas person with the ability to spot and the confidence to suggest opportunities to increase our efficiency
- Great sense of humour, able to make a joke but remain professional

Must have skills

- People Skills
- Training Skills
- Good sense of humour
- Ability to convey information
- Great attention to detail
- Able to work in a team and using own initiative
- Ability to manage own diary (i.e. getting all paperwork prepared both before and after course)
- Friendly and helpful, with confident training manner

- You'll have a good grasp of IT (email, laptop & phone)
- Must be able to spot opportunities to Market our courses & identify opportunities
- Must be able to work under pressure
- Ability to think outside the box, but also work to procedures
- Able to work unsupervised using own initiative

Must have experience (if you don't fit this exactly don't worry)

- Experience of working in construction related industries
- Experience of training
- Working with other people
- Experience at dealing with all sorts of people from self employed trades people to company directors

"Would be nice to have" skills and experience

- Training Qualifications
- Training Experience
- Fluent in other languages, most notably Polish and/or Romanian

Hours: This will be dictated by the types of training courses you will be leading but generally it will be 8am till 5pm Monday to Friday, some weekends may be required by prior arrangement.

Office: St Annes, Bristol

Start date: April 2015 but flexible to New Team Member

Benefits: Part of our generous company bonus scheme (after probation), 22 days holiday reviewed annually (or sooner at Directors Discretion), plenty of opportunity to attend training courses, plenty of opportunity to for growth and promotion within the company (the lucky candidate is very likely to be promoted to become part of the Senior Team).

If you have read this far down, well done you may well be what we are looking for.

To apply please write us a creative covering email or letter or even prepare a video telling us why you think this is your perfect job. ***Remember you are applying for a charismatic training role so do whatever you think will grab our attention, in the same way you will be grabbing our customers' attention! Please also attach your CV and we will be in touch:

- Email to marketing@thetrainingsocieti.co.uk
- Post (or in person between the hours of 10am and 4pm) to: The Training Societi Ltd, 1 Riverside Business Centre, St Annes, Bristol, BS4 4ED

Closing date: End of March 2015 – all applicants will receive a reply.

No agencies please