

<b>JOB TITLE:</b>	<b>Training Officer</b>
<b>Department</b>	Learning & Development
<b>Location</b>	Motorsport UK, Bicester Motion, OX27 8FY
<b>Hours of Work</b>	Full time, Monday to Friday 9 am – 5:30 pm, with flexibility required.
<b>Manager</b>	Officials Pathway Manager
<b>Grade</b>	C
<b>Direct Reports</b>	0

### Role Purpose

The goal for the Learning and Development Team is to develop a culture emphasising quality, continuous improvement, teamwork and high performance with an ability to handle all Learning and Development matters relating to our volunteer Marshals and Officials, our Competitors, Regions and Clubs

Reporting to the Officials Pathway Manager, the Training Officer will support the delivery of the Officials Pathway programmes in ensuring that all marshals and officials can access training and learning resources in a timely and appropriate manner. This will be through face-to-face and online interventions, supporting various Learning & Development programmes and development projects as required.

### What you will be doing

Motorsport UK has clear pathways for all volunteer marshals and officials with training and development embedded within the process. These volunteers receive training regularly throughout the year from ourselves and our Motorsport UK Trainers. Your role is to ensure all materials, whether face-to-face or online are engaging, up to date, and in line with Corporate Standards.

### Responsibilities

- Based on Training Needs Analysis, create and deliver training materials and programmes for our staff, trainers, competitors and volunteer communities.
- Course outlines, planners and feedback sheets are a critical part of the role for all training events.
- Ensure the integration between the learning management system (LMS) and our in-house database is mapped accordingly, enabling us to maintain accurate training records for our members.
- Edit webinar videos and ensure that, where appropriate, they are shared with our members and made available online.
- Assist with the administration, logistics and collation of post-intervention statistics from training events and use them to create reports as required.
- Be the first point of contact for Trainee Officials as they start their pathway.
- Assist in the development of The Learning Hub (our LMS)
- Provide secretariat support services for the relevant working groups and committees.



- Work as an ambassador for marshals and officials through online and face to face interventions

### **Hours of work**

Working hours are normally between 9.00 am and 5.30 pm and are typically 37.5 hours a week, due to events running at weekends and external visitors on site, we do require flexibility around start and finish times, with the likelihood of working some weekends.

While the majority of the role is office-based, you will be required to attend external meetings or events, and some evening work for online meetings and seminars is likely.

### **Qualifications**

You will ideally hold a relevant qualification in training, coaching and/or learning & development

### **Knowledge, Core Skills and Experience**

You will need to demonstrate:

- Strong process skills with a high level of attention to detail
- Proficient use of virtual webinar organisation, e.g., Zoom, Teams etc.
- Excellent communication, presentation and stakeholder management skills
- An understanding of the roles and needs of Trainers, Instructors, Coaches, Mentors and Assessors
- Accurate work and an eye for detail concerning written and financial work
- The ability to work with PowerPoint, Word and Excel, and be conversant with a wide range of tools from the Microsoft Office 365 suite of products
- Small company mindset – hands-on, flexible, love working as part of a team and self-starter (i.e., working on own initiative)
- An awareness of Articulate 360 would be an advantage, specifically Storyline and Rise applications
- An understanding of motorsport, sports governance, and volunteering roles would be a distinct advantage.

### **You will be:**

- A confident self-starter, capable of working independently and yet also able to work within a team environment.
- Willing to share your enthusiasm for motorsport and the Officials Pathway with others via virtual or actual meetings, seminars and events.
- Methodical with good organisational skills
- Highly motivated, with an enquiring mind and passion for excellence
- Able to liaise with and develop long-term working relationships with both internal and external groups and individuals, handling confidential and sensitive data
- Performance and results-driven
- Hands-on, flexible, love working as part of a team.

**Closing Date for Applications is 13 August 2021 @ 16:30**