



Job Description – RHA Trainer

Reports to:	Quality & Qualifications Manager
Based:	Home Based
Office Location:	RHA Scotland & Northern Ireland, Livingston
Hours:	35 hours per week

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose:

- To deliver the full range of RHA training courses.

Key responsibilities and duties:

- You will deliver a programme of agreed training across a wide geographic area and be able to advise and support delegates with respect to the subject matter of the various courses.
- Knowledge and delivery in one or more of the following topics:- Health & Safety, employment, transport, vehicles, training trainers.
- You will work closely with the Head of L&D, Quality & Qualifications Manager and Training Manager to establish best practice and make any improvements to the delivery of the training as a result of such discussions.
- To effectively prepare and update training course content on a regular basis.
- To identify opportunities for the delivery of bespoke training.
- Provide subject matter expertise on a range of learning interventions to support the company's operational requirements and other relevant developments in legislation as required.
- Maintain records, collect data and produce reports to a high standard.
- You will have experience of being an assessor as it may be a requirement of the role to carry out candidate assessment.
- You will ensure you have a full knowledge of all services offered by the RHA in order to advise accordingly of any services that may be of benefits to any delegates.
- There will be the requirement for weekend work and overnight stays as well as working in other EU countries. Due to the nature of this position your hours and location of work will need to be flexible, driven by customer requirements which may result in additional hours in excess of 35 being worked.
- A company vehicle will be supplied as part of this role.

Key skills:

- Must be a people person with the ability to build rapport with colleagues and delegates
- Strong communication skills essential both written and verbal
- Positive 'can do' attitude
- Commercially aware

- Good time management skills
- Strong organisational skills with attention to detail and a methodical approach
- Ability to manage workload with the minimum of supervision

Key attributes:

- Training Course design and implementation
- LGV C, C+E driving licence is essential
- Instructor qualifications i.e. PTTL, DSA instructor or similar
- IT literate and familiar with the MS Office package, including PowerPoint and Outlook

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: