



**Job Title:** Training Manager

**Department:** Commercial

**Reports Direct:** Commercial Director

**Location:** Peterlee, Durham, SR8 2SW

## Job Purpose

Job Type:	Permanent, Full time
Hours:	38 hours per week, Monday to Friday (Some flexibility available for start/finish times)
Start Date:	ASAP

This position offers a unique opportunity to significantly shape the training landscape in the UK, to open up new market opportunities, and simultaneously share expertise as a trainer. By building and continuously developing a local team, and through close collaboration with the Head of the Global Academy and the technical & administrative leadership functions, the future colleague will play a pivotal role in the success of the Training Academy.

The Training Manager will establish and develop a UK training academy. They will assist in the delivery of the training for the company. Working closely with Product Management and Technical Team to develop a suite of product and electrical safety training courses capable of being delivered both face-to-face and online. Constantly monitor training materials and update where necessary. Arrange and organise training sessions at a

central site involving multiple organisations and future management of a planned in-house training facility.

## Responsibilities

- Manage training diary to book courses in at the requests of customers.
- Set up and implement a training strategy tailored to the UK market in collaboration with the Head of the Global Academy.
- Conducting technical seminars at our customers' premises.
- Adapt and further develop the existing training portfolio in close coordination with the leadership functions of the Global Academy and Product Management.
- Independent planning and preparation of face-to-face and online seminars, which are mainly carried out from the home / office
- Development and preparation of training concepts, selection of suitable teaching materials and participation in the creation of necessary documents (e.g. presentations or manuals)
- Initiate and expand collaborations with external educational institutions, associations, industry partners, and external trainers.
- Carry out pre-training assessments with customers to make sure needs are covered.
- Creation of pre-recorded courses ready for playback on customer request
- Develop and coordinate suitable learning concepts, training materials, and certifications for the UK market.
- Ensure that all training programmes meet the needs of various target groups.

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- Active participation in the further development of product and service quality in the interface function between customer and company
- Integrate new learning technologies (e.g. e-learning, blended learning) to increase effectiveness.
- Identify talent, provide onboarding, and support the long-term development of team members in a matrix organisation.
- Select and train external trainers and experts to maintain consistently high quality standards.
- Act as a subject matter expert and deliver training for selected modules and seminars.
- Extensive travel within the UK to deliver product training to customers
- Complete risk assessments whilst on site with customers depending on the training environment.
- Work closely with global leadership functions, internal and external trainers, as well as subject matter experts to plan and deliver training content.
- Continuously monitor success and identify potential for further optimisation.
- Prepare and monitor the annual budget for the local Training Academy in the UK in coordination with the Head of the Global Academy.
- Collaborate with global brands to leverage synergies and uphold global standards.
- Represent the Training Academy at local trade fairs, industry events, and networking platforms in the UK

## KPIs

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# Knowledge, Skills, and Experience Required

- Experience of delivering technical training ideally in an electrical discipline
- A background in training in electrical engineering or electrical engineering technician
- Several years of experience in developing, marketing, and delivering training programmes (ideally in a technical and/or B2B environment).
- Proven success in establishing new business areas or educational offerings.
- Experience in conducting seminars or workshops, coupled with a passion for sharing knowledge.
- Excellent English skills; ability to present complex information in a target-group-oriented manner.
- Ability to manage and prioritise projects independently.
- Strong capability in building relationships and maintaining strategic partnerships.
- ideally, you have knowledge of the safety-related testing of electrical systems, equipment and machines
- Solid knowledge of Microsoft PowerPoint
- Good knowledge for digital media tools
- Great all round communication skills
- Excellent organisation and prioritisation skills
- Car driver's license

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# Qualifications

- A completed degree or equivalent qualification in Business, Engineering, or similar fields.

## Benefits:

- Company performance bonus paid quarterly.
- 5 weeks holiday per annum (increasing with service).
- Birthday leave – 1 day off to celebrate.
- Enhanced maternity, adoption, and paternity pay.
- Company health cash plan.
- Company pension scheme.
- Death in service benefit.
- Free parking.
- Free tea, coffee, juice, toast, fruit, biscuits, and jacket potatoes.
- Long service Awards.
- Cycle to work scheme.
- Christmas savings scheme.
- Team events.
- Friendly, clean, modern working environment.
- Supportive teams.
- Training and development opportunities.

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If you want to be a part of our team please send your CV and a covering letter by e-mail to [wendyc@seaward.com](mailto:wendyc@seaward.com)

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