

# Job Description

<b>ROLE PROFILE</b>	
<b>Job Title:</b>	Training Consultant
<b>Reports To:</b>	Operations Director
<b>Context/Scope:</b>	<p>iManage has a clear growth strategy to take it up to a major UK player within the Learning and Development sector. Central to that growth is the establishment of a credible consultant delivery team.</p> <p>The right candidate will have a genuine opportunity to influence the future shape of the delivery team, and will report directly to the Operations Director.</p> <p>The role will be based around London and the home counties, being responsible for training delivery across the UK, Mainland Europe and occasionally the rest of the world.</p> <p>The role is demanding and will require regular nights away from home.</p>
<b>Dimensions:</b>	
<b>Purpose of Role</b>	<p>To deliver fun engaging learning interventions.</p> <p>To understand client need, develop and author effective blended learning solutions.</p> <p>To account manage key clients.</p> <p>To secure string marketing opportunities within existing clients.</p> <p>To support the sales process.</p>
<b>Top Accountabilities</b>	<p>To understand clients learning and development needs.</p> <p>To design and author new blended learning solutions.</p> <p>To set up and deliver training events and other blended learning interventions.</p> <p>To deliver professional coaching.</p> <p>To support bid team activities.</p> <p>To develop and nurture client relationships.</p> <p>To propagate and secure ongoing work from existing clients.</p> <p>To support sales and bid activity.</p> <p>To carry out string marketing within existing clients.</p> <p>To plan and undertake prospecting activities.</p> <p>To close on sales converting prospects into clients.</p>

# Job Description

Qualifications and Experience Required	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Graduate level capability and member of a relevant professional body.</li><li>• Credentialed coaching qualification.</li><li>• Proven record of delivering effective training interventions.</li><li>• Experience in the HR / Learning and Development sector.</li><li>• Fun energetic training style, backed up by tangible professional experience and capability.</li><li>• A wide range of soft and hard skills knowledge and experience.</li><li>• Ability to build strong relationships quickly and easily.</li><li>• IT literate.</li><li>• Self motivated.</li><li>• Full clean driving licence.</li><li>• Positive attitude to life.</li><li>• Appropriate level of confidence in group situations.</li></ul> <p><b>Excellent Functional Capabilities:</b></p> <ul style="list-style-type: none"><li>• Extensive experience of learning and development with strong ability to coach others.</li><li>• Proven ability to build effective customer relationships.</li><li>• Emotionally aware of ones personal impact on others.</li><li>• A great coach.</li><li>• A great trainer.</li></ul> <p><b>Excellent Leadership Capabilities:</b></p> <ul style="list-style-type: none"><li>• Strong influencing skills and personal impact to gain credibility quickly with others.</li><li>• Ability to establish/maintain effective communication with others.</li><li>• Strong commercial acumen; good judgement and general understanding of business.</li><li>• Experience of taking tough decisions and prioritising delivery in a busy environment.</li><li>• Objectively challenges established practice to stimulate alternative thinking.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience working across the European region.</li><li>• Qualification in organisational behaviour, psychology and or NLP practitioner.</li><li>• Experience in developing sales from new and existing clients.</li></ul>
Remuneration Package	£30 - £40K per annum dependant on experience.