



Training Advisor – Aeronautical Engineering

Contract term: Permanent

Hours: Full-time 37 Hours over 5 days (Mon-Fri)

Location: Home Based.

Salary: £30,174 rising to £33,465 per annum (£29,174 per annum for Unqualified Assessor)

Summary of position:

You will deliver high-quality training, assessment and workshops to support learners in achieving their Aeronautical Engineering Apprenticeship qualifications. Working with respect, openness and integrity, you will build strong, professional relationships with learners and employers while ensuring full compliance with awarding organisation, regulatory and ALS requirements.

You will take a learner-centred and empowering approach, motivating individuals to develop their skills, confidence and career progression. Daily activities include visiting learners in the workplace or delivering sessions virtually, providing tailored training, developing and reviewing Individual Learning Plans (ILPs), and managing your caseload and diary with clarity and professionalism.

This is a field-based role covering England, reporting to the Apprenticeship Manager – England. You will be expected to demonstrate innovation and creativity in your delivery, think clearly, and consistently model ALS values and behaviours in all aspects of your work.

Please note: A market uplift of up to £9,000 per annum (pro rata for part-time staff) may be applied for suitably qualified candidates.

What you are responsible for:

- Communicating and liaising internally and externally, using appropriate methods to facilitate the development of profitable business and sustainable relationships with both clients and learners
- Providing support and guidance to ensure achievement of learner qualifications in line with: internal delivery process; internal quality assurance procedures and the standards required by external bodies
- Representing ALS Ltd in a professional manner and promoting all available services as opportunities arise
- Liaising with the sales team to ensure learners are recruited in line with the ALS business plan and targets are met
- Carrying out all associated assessment and verification processes in accordance with internal quality systems, processes and procedures and within required timescales
- Ensuring all associated administrative tasks are completed to the required standards, in line with internal policies and procedures
- Ensuring that all relevant health and safety documents are completed within the necessary timescales, in line with the code of practice and internal policies and procedures
- Monitoring the working environment of the learners; reporting any unsafe practices or surroundings accordingly
- Ensuring a prompt response to any requests which may be made in conjunction with any internal and / or external audits conducted
- Responsible for ensuring that any complaints received from either learners or clients are dealt with professionally and effectively

- Responsible for effectively managing working diary to ensure all learners within caseload are visited accordingly and in line with the stipulated timescales
- Responsible for adhering to all equal opportunities and diversity related legislation in relation to learners, clients and colleagues
- Responsible for adhering to all health & safety related legislation in relation to learners, clients and colleagues
- Responsible for adhering to all ESDGC (Education for Sustainable Development and Global Citizenship) related information in respect of all learners, clients and colleagues
- To adhere to and promote ALS' environmental practices.
- Any other duties as requested by your manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written, verbal and digital communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ALS** core values at all times.

Person Specification

	Essential Criteria	Assessment method
Experience	<ul style="list-style-type: none"> Experience of working in aviation maintenance, fixed wing and/or rotor. 	Application/Interview
Qualifications & Knowledge	<ul style="list-style-type: none"> Assessing Qualifications TAQA or equivalent Excellent IT Skills with programs such as Microsoft Office, Word and Excel 	Application/ Certificate verification
Behaviour Framework	<p>Demonstrate ALS' Behaviour Framework:</p> <ul style="list-style-type: none"> Respect Openness & Honesty Innovation & Creativity Motivation & Empowerment Clarity 	Interview
Skills & Attributes	<ul style="list-style-type: none"> Creative & passionate for training/learning Ability to develop others Proven track record of meeting targets Team Player with ability to work on own initiative Willingness to undertake personal & professional development in relation to your role and business needs 	Interview
Personal Qualities	<ul style="list-style-type: none"> To uphold ALS Values Someone who displays initiative Self-organised & motivated Someone who understands the need to build a good rapport with learner and employer Willingness and ability to be flexible and go above and beyond as and when needed 	Interview
Other	<ul style="list-style-type: none"> Hold a Valid UK Driving Licence and have access to a vehicle 	Interview

