**CAMBRIAN TRAINING COMPANY**

## **Are seeking to recruit a professional**

## **Training Officer in Retail Management**

## **Area: Mid and South Wales**

**(Full Time 37 hours per week)**

**Salary – Up to £27,000.00 per annum**

**If you are passionate about Retail Management**

**then we would love to hear from you.**

**OUR STORY:**

Our mission is to engage with all young people, learners & employers, whilst supporting individuals to thrive through training and development. We have gained an enviable reputation throughout Wales for delivering high-quality training and development programmes.

**WHAT WE ARE LOOKING FOR:**

We are looking to recruit a highly skilled Training Officer to join our growing Retail Management learning delivery team.

The ideal candidate will have line management experience in a retail environment and be able to teach and develop apprentices who themselves are employed within this sector. Self-motivation, enthusiasm, independence and teamwork are a must for the role, along with good interpersonal and communication skills.

You will be working directly with employers and apprentices of all ages so the ability to motivate individuals and support them in achieving agreed goals must be one of your attributes, possessing excellent interpersonal and communication skills along with a drive to succeed.

Ultimately you will gain a huge amount of job satisfaction through teaching your apprentices and achieving their Retail NVQ qualifications in Levels 2 to 4.

You can expect to deliver teaching and learning in the workplace day to day, passing on your knowledge and experience as well as undertaking assessments, assisting candidates in preparing their portfolio of evidence and carrying out progression reviews.

Similarly, you will support learners to improve their literacy, numeracy and digital skills, and promote the use of the Welsh Language wherever possible.

It is a requirement to have access to your own transport as travel is critical to the position.

**YOU SHOULD:**

* Have a minimum of 3 years’ experience working in Retail Management at a middle/senior management level
* Have or be familiar with Retail Management qualifications at Level 4
* Have experience in leading a team and supervising others
* Have excellent organisational and time management skills
* Have a good level of IT skills and ability to learn new software
* Hold GCSE A\* C / 9 – 4 in English and Maths or Level 2 equivalent

**IT WOULD BE GREAT IF YOU:**

* Spoke Welsh, or would be willing to learn
* Hold a D32/D33, TAQA or A1 Assessor award
* Were familiar with Retail Management qualifications up to Level 4

**KEY RESPONSIBILITIES:**

* Delivering effective teaching and learning to a caseload of learners in the workplace
* Development of learner’s skills, knowledge and understanding
* Plan and carry out assessments to meet the needs of qualification, including in person and online
* Maintenance of learner records of assessment and progress
* Engaging with potential employers and learners to identify new opportunities
* Working with other departments within Cambrian Training to ensure the learner is able to complete their apprenticeship programme in a timely manner

**KEY BENEFITS:**

* Salary range £25,000.00 (unqualified) - £27,000.00 (qualified) per annum
* Generous annual leave and bank holiday entitlements
* Company Sick Pay Scheme on completion of the probationary period
* Wellbeing and mental health support
* Ongoing CPD opportunities
* Company pension scheme
* Staff uniform, laptop and mobile phone provided
* Use of Company Pool Car

If you are interested in applying, then in the first instance please send your CV and a cover letter, outlining why you want the position and why you feel you would be a suitable candidate to:

**Stephen Bound (General Manager) at the below e-mail address:**

**stephen@cambriantraining.com** **Tel: 01938 555 893**

**You will be required to self-register as a Work Based Learning Practitioner with the Educational Workforce Council.**

**An Enhanced DBS Disclosure will be required at the employer’s expense.**

**Cambrian Training Company Ltd is an equal opportunity and disability-confident employer.**

**Closing date for applications is Monday 13th October**

***The company reserves the right to close the vacancy at any time should we receive a large number of suitable applications. Therefore, we encourage early applications to ensure consideration for the position.***