

Job Specification

Graduate Trainer

Position: Permanent
Location: North West / Office Based in Liverpool
Hour: Full Time / Permanent

Summary:

This is a great opportunity to join a fast growing legal training business. We will invest in training you to become one of the best Trainers in the market, learning from the best in their respective fields! Once trained, you will deliver training mainly in the North West region, but mostly in central Manchester and Liverpool. You will be home-based or office-based in Liverpool when not delivering training. Normal business expenses will be covered.

Role:

We are seeking a talented and outgoing Graduate Trainer to join our dynamic team. We are looking for an ambitious individual, who after full training, will subsequently provide training to our Clients on how to efficiently use and make the most out of a variety of legal and IT systems, such a Microsoft Office and Skype for Business, as well as induction and skills training.

The role offers a great opportunity for the right candidate to excel and learn through experience, as well as receive continued training and mentoring by our Training & Development Manager. The candidate will be exposed to business processes, gain in depth knowledge of legal and IT systems and develop valuable skills in business communication and Client management.

Whilst the role is initially that of a Graduate Trainer, the opportunity presents a great foundation for building a career in a fast growing training business. In time, the successful candidate could look to develop their skills in other areas such as business development, consultancy and project management.

Above all, the Candidate must be an excellent and energetic communicator, presentable, able to work on their own initiative and take responsibility while working within a small team. The Candidate should have a good basic knowledge of IT, including Microsoft Excel, Word, PowerPoint and Outlook, although full training will be given.

Training for the role will involve in-house and on the job training assisting our Training & Development Manager and Trainers. The role will involve travel throughout the North West, initially within Manchester and Liverpool, including occasional overnight stays. **Candidates will preferably live either close to Manchester or Liverpool. Ideally, they should have a Driving Licence and own a car.**

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Main Responsibilities

Your duties will include, but are not limited to:

- Working with Clients across North West locations to setup and deliver training on their internal systems on a one-to-one, classroom, Skype for Business and workshop basis
- Supporting Clients to successfully utilise their internal IT systems
- Providing training and ongoing remote support to Clients
- Performing basic troubleshooting when software is not operational
- Proactively engaging with Clients to promote their internal software
- Providing internal training to staff
- Creating and working on training materials and documentation

Experience

- Excellent presentation skills
- Good written skills to support the production of documentation and online information
- Experience of Microsoft Word, Excel, PowerPoint and strong familiarity of IT
- Knowledge of law and legal operation is an advantage, but not essential as full training will be given

Salary

£18,000, rising to £20,000 after successful completion of Induction (normally 12 weeks)

How to Apply

To be considered for this position, please send a copy of your up-to-date CV to enquiries@itraindirect.co.uk. Please include a cover letter explaining why you think that you would be a good fit for the position.
