

Job Description

Job Title:	Training Manager	Location:	Home based with the requirement to attend meetings and events.
Reporting to:	Chief Executive		
Hours:	Part-time, 4 days per week, Monday to Friday, to a regular weekly pattern agreed in advance with your Line Manager.		
Remuneration:	£33,000 GBP per annum (FTE £44,000 GBP)		

Purpose of the Job:

- This position is to lead our training and to develop the training packages offered to members of the Association. Reporting to the Chief Executive, working to deliver, maintain and create new training packages for the Association.
- To learn about all aspects of the Association and become a knowledgeable part of the team.
- To market the Association to existing and new prospective members.
- To support the Business & Events Manager with event coordination.

Main Duties and Responsibilities:

- Become the Association's Lead Trainer – delivering the Air Charter Broker Training course both in the UK and overseas.
- To coordinate the set up and arrange the logistics of all training courses.
- To develop online training courses using the Association selected LMS.
- To update existing training material and develop new courses in related fields, expanding the courses available to Association member companies.
- To join the Training working group comprised of our non-executive board to co-ordinate and drive group initiatives.
- Design and manage marketing mailshots to advertise courses.
- Update and maintain the member records in the company CRM system.
- Support the Exec. Team as required with the production of The ACA's events, exhibitions and visits.
- Attend Association events to support setup, coordination and pack up.
- Occasional answering and managing the Association telephone calls (remotely) at the request of the Business & Events Manager.

Skills and Attributes:

- Minimum 5 years' experience working as an Air Charter Broker
- Knowledge and experience of presenting
- Experience in training with excellent written and verbal communication skills
- Comprehensive knowledge of Microsoft Word, Excel, PowerPoint.
- Understanding and capability to design online training using an LMS
- Able to prioritise work
- Display a flexible attitude
- Strong organisational skills, precise and accurate, with an attention to detail
- A self-motivated and focused approach to work
- Multilingual skills will be beneficial

About The ACA:

The Air Charter Association, founded in 1949, is the leading worldwide trade association for companies and individuals engaged in aircraft charter.

Our members maintain the highest standards of conduct and professionalism in the aviation market. We support our members with expert guidance on compliance and best practice, offer bespoke training and unrivalled business networking events, and work closely with aviation regulators and government bodies on key industry issues.

Our training course has been developed by highly experienced members of our board and executive team to enable individual brokers to gain an industry specific and recognised qualification, tailored to the requirements of the air charter industry. This training reinforces the standards and best practices of The Air Charter Association as well as offering a continued professional development.

Individuals take part in a full day of classroom training at each of the three levels, followed by an assessment at the end of the session. Level 1 is the foundation course with an introduction to charter broking, Level 2 is an intermediate course focusing on operations and features a hands-on airport experience, and Level 3 is the final stage in the qualification, focusing on advanced skills including contracting and managing challenges. Individuals who take part in and successfully pass each of the three levels are awarded Qualified Air Charter Broker status.

What we provide:

- Joining a small but motivated and dedicated team, running a fast-growing global association
- Flexible working
- Collaborative home working using Microsoft Teams
- Training and aviation industry experience