

At Libra Learning, we are passionate about delivering the skills, knowledge and behaviours to achieve improved business performance by developing people. We are driven by our belief that there must be a better way of achieving sustainable business improvement.

Due to continuing growth, we are looking to recruit for the role of:

### Coach (£35-40K p.a.)

We have exciting opportunities for experienced and motivated coaches to drive effective and inspirational leadership behaviours in our clients. The role involves the teaching, assessing and mentoring of a caseload of learners to our apprenticeship standards; particularly Level 3 Team Leader and Level 5 Departmental Manager.

This is a full-time role and will include some travel either within a region of the UK or to a specific client; a driving license and access to a car is therefore essential.

#### Role requirements:

Your role is to support learners to meet the knowledge, skills and behaviours needed to achieve their apprenticeship standard. This role combines teaching, coaching, and assessing learners' work to the appropriate standard. You will be working in partnership with employers to ensure their employees are supported through the apprenticeship programme by creating and managing a collaborative approach.

Utilising your teaching, and mentoring skills, you will guide and support learners' performance and knowledge throughout their training in management skills through one-to-one and group sessions.

#### Key Tasks:

- Plan and deliver standards-based workshops
- Coaching and mentoring learners
- Reviewing and assessing learners evidence using our e-portfolio system
- Providing constructive feedback to meet the required standards
- Support the learning process through use of learning resources
- Complete timely Progress reviews with the learner and their line manager
- Prepare learners for EPA gateway.
- Ensure all quality assurance requirements are met,
- Any other duty which from time to time, may reasonably be required to meet the needs of Libra Learning

#### The Individual:

We value your industry knowledge and training experience - training and support in specific areas can be provided if you have a real passion for sharing your knowledge

and developing others. We expect to see experience in an operational management role as well as substantial experience of teaching, assessing and/or coaching.

You will be an effective communicator, able to successfully engage both employers and learners. An excellent planner, able to operate autonomously, you will be able to manage your time effectively and as well as conflicting priorities. You will have the ability to coach, develop and mentor people. Proven experience of delivering training and assessing is essential.

Key Competencies:

- To ensure compliance with Equality and Diversity, Health and Safety and all other relevant policies, procedures and legislation
- A sound understanding of apprenticeship standards and the skills/knowledge and behaviours associated with the required standards and End Point Assessment needs.
- Well organised with a methodical approach to working autonomously, able to prioritise and work under pressure with good time management
- Good communication skills and being able to clearly explain complex topics
- Supportive, tactful and patient
- Able to work alone and as part of a team
- Passionate to help and motivate people to develop
- Able to relate to people at all levels

Qualifications required for this role:

- Qualification as a trainer - PTLLS or other recognised teaching/training qualification at Level 3 or above preferable
- Level 2 Functional Skills in maths and English or equivalent
- Level 3 Award in Assessing Competence in the Workplace (CAVA/TAQA/A1/D32/33)
- Level 3 qualification in occupational area as a minimum - or equivalent
- Leadership and Management training: / ILM/ CMI L3-5 desirable

Experience level required:

It is essential that you have at least 3-5 years' experience of working in an operational management role and can demonstrate this through occupational experience and/or associated qualifications.

Application

Please submit a CV and covering letter to [gareth.turner@libraeurope.com](mailto:gareth.turner@libraeurope.com) outlining why you believe you are the right fit for our organisation. Please ensure that any gaps in your CV are explained in your letter.

Successful applicants will be contacted for a first stage telephone discussion.