

Lead Trainer

Gatwick - Trainer

A vacancy has arisen for a Lead Trainer to join the Ground Handling Operation at Gatwick Airport

Experience

- ✔ A good working knowledge of Ground Handling. The successful candidate will be responsible for providing the highest level of training across the business

Desirable Skills

- ✔ A formal qualification in training relating to the role applied for RTITB / Train the Trainer or equivalent (essential).
- ✔ Focused
- ✔ Computer literate i.e.: Word, Excel and PowerPoint
- ✔ Ability to work to tight deadlines
- ✔ Ability to delivery training in a classroom and operational environment
- ✔ Absolute discretion and confidentiality (essential)
- ✔ Good team player but capable of individual action
- ✔ Flexible approach (working hours, etc)
- ✔ Excellent time management
- ✔ Motivation
- ✔ Safety driven

Key Tasks

- ✔ Overall ownership and management of Ramp training files and department training needs, including the delivery of training
- ✔ Be the accountable person for all Ramp 'read and sign' documents
- ✔ Develop company training modules and SOP's as required, supported by relevant Manager and the Regional Training Compliance Manager
- ✔ Liaise with Ramp Manager and Regional Training Compliance Manager in relation to Ramp training
- ✔ Liaise with Business Manager and Regional Safety & Compliance Manager in relation to Station
- ✔ Manage and develop the stations risk assessments
- ✔ Manage local H&S email and feedback and action as required
- ✔ Attend health and safety local and regional meetings (GAL & dnata)
- ✔ Carry out core Team Leader role as required
- ✔ Administer Airside driving/ADP permits, training and issues cards
- ✔ Ensure compliance with regulatory bodies of training and safety procedures
- ✔ Maintain training records for all staff and ensure training needs are met
- ✔ Maintain a safe working environment for all staff, educating staff on safe working practices
- ✔ To undertake any other duties as required by management, commensurate with the grade of the post
- ✔ Promote at all times the Vision, Mission, Values of dnata

Hours of work:

- ✔ 37.5 hours per week
- ✔ The job holder must have a flexible approach to working variable shifts

If you believe you have the drive and enthusiasm required, apply in writing with an up to date CV and covering letter advising why you are suitable for this position to:

Louise Brown, Room 203A, Jubilee House, Furlong Way, RH6 0JW
louise.brown@dnata.co.uk

Successful applicants will be shortlisted for interview, and must have the legal right to work in the UK
Internal candidates - please ensure you have informed your manager of your application

Closing Date: 20th April 2018

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