



RACE | RETRAIN | RECOVER

The Forces' Motorsport Charity

Registered Charity No. 1146159

JOB SUMMARY AND PERSON SPECIFICATION

Job Title: Training Centre Manager

Reports to: Chief Operating Officer

Line manages: Training Support Administrator.

Based at: MMHQ Wantage – OX12 9TF

Job Purpose	Mission Motorsport’s Training Centre Manager delivers the key “Retrain” tenet of Mission Motorsport’s output by planning and co-ordinating the delivery of all technical training, developing new training initiatives, overseeing delivery and ensuring quality assurance of all training. All this is done against the backdrop of primary trading to ensure Mission Motorsport Training is delivered as a viable commercial entity. The Centre Manager will be familiar with the requirements to operate as an IMI approved Centre and have an understanding of the quality assurance (IQA/ EQA)/moderation requirements for IMI courses being provided.
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Main Responsibilities	<ul style="list-style-type: none"> • Develop, implement and deliver technical training courses. • Co-ordinate all training resources needed to support IMI accredited courses, including instructors, assessors (IQA and EQA) and invigilators, as well as facilities and training support equipment. • Act as the IMI’s main point of contact/ Centre Champion for the Centre. • Ensure quality assurance is conducted in line with the IMI and regulatory requirements, liaising with the EQA and IMI, facilitating monitoring and engagement visits. • Co-ordinate all assessment and IQA processes. • Maintain the centre status within IMI Centres Hub by linking with occupationally competent Assessors/IQAs, creating staff/users/invigilators and the appropriate IMI products. • Ensure all certificate claims are made in line with IMI regulations and processes. • Supervise and assist the Training Support Administrator with maintaining the appropriate candidate registrations/ certifications/ withdrawals and eLogbook redeem codes (if applicable). • Ensure all information provided by the IMI is circulated to the relevant staff at the Centre, including assessors and IQAs. • Oversee the health and safety of the training department, including the training workshop. • Manage an annual training budget, including projections, forecasting, procurement and costings. • Manage trainers’ hours, roles, taskings and responsibilities, including external and internal resources. • Plan and manage the annual training planner and calendar.
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	<ul style="list-style-type: none"> • Manage and plan learner journeys. • Oversee and lead the marketing and commercial development of the training department.
Essential Knowledge, Qualifications & Experience	<ul style="list-style-type: none"> • Good understanding of health and safety requirements for operating automotive workshop/ training centre. • Familiar with/ understanding of the requirements to operate an IMI approved centre. • Holding or an aptitude and willingness to work towards achieving relevant training qualifications and credentials such as <ul style="list-style-type: none"> ○ IMI L3/ L4 assessor/ trainer. ○ IMI L3/ L4 IQA. • A good understanding of the quality assurance/ moderation requirements for IMI products and courses. • Appropriate industry background, gained ideally in the automotive industry. • Proven managerial experience in a related industry/ organisation, ideally automotive industry. • Computer literate in MS Office.
Desirable Knowledge, Qualifications & Experience	<ul style="list-style-type: none"> • Experience of Salesforce or similar CRM system. • Understanding and awareness of GDPR. • Understanding of and empathy towards the armed forces community. • An interest in motorsport. • Health and Safety Qualification. • Other relevant automotive qualifications (AC/ EV/ Hydrogen).
Key Competencies & Behaviours	<ul style="list-style-type: none"> • Able to learn new processes quickly. • Able to manage a team's work schedule. • A team player, able to work collaboratively within a multifunctional team dedicated to achieving successful outcomes for beneficiaries. • Excellent verbal and written communications skills. • Strong organisational and administrative skills with experience of working in a small team. • Demonstrates the ability to build a rapport quickly and to understand needs, wants and expectations. • Manages challenging situations in a calm and appropriate manner. • Ability to remain calm under pressure. • Displays the highest levels of integrity, confidentiality and commitment. • Able to adapt to a range of environments and working cultures. • Able to analyse information quickly and communicate in a concise and articulate manner. • Demonstrates attention to detail in all aspects of work. • Prepared to work flexibly and support weekend events away from home throughout the UK as required.
T&Cs	<ul style="list-style-type: none"> • Full time contract • Workplace Pension Scheme • Role is expected to hold a full UK driving license • 25 days' Annual Leave plus Public Holidays. • Based routinely at MM HQ/ Workshop Wantage, esp when training is being delivered, with some hybrid working but also able to deploy UK wide to support events and training delivery as required.

Note:

- Candidates will be required to provide details of two referees, one of which must be current or most recent employer. References will only be requested with agreement of the candidate and not before the final stage of recruitment/ appointment process.
- Mission Motorsport is committed to ensuring the wellbeing and safety of all our beneficiaries. This includes developing, implementing, and maintaining effective recruitment policies and procedures to promote the safeguarding of these beneficiaries. Before commencing employment, the COO undertakes pre-employment checks on all applicants who have been offered a role with the Charity. These checks include an Enhanced Disclosure and Barring Service (DBS), which will be renewed every 3 years, the right to live and work in the UK, as well as two satisfactory references. All staff are also required to complete training on Safeguarding Adults and Young People within their first week of employment.