



Job Vacancy

Senior Training Advisor

Haywards Heath, UK

Permanent Position

Starting at £40,000 - £45,000

(Subject to experience)





About the company

Team Description

ILS is a small, vibrant, risk management company dedicated to supporting aid agencies, academic institutions, and campaign groups, to develop their resilience and to meet their duty of care, even in the most challenging environments.

Founded by aid workers in 2010, the company has grown to become a global leader in the development and implementation of person-centred risk management solutions.

As a values-driven company we place emphasis on our own principles and values, and those of Agenda2030. We value gender equity and diversity in our team and recognise the importance of creating an inclusive work environment, to enable all team members to perform effectively and in a manner that they find comfortable and personally enriching, taking into account neurodiversity and accessibility.

Our Training Team is a close-knit and diverse group of professionals. The team works closely and collaboratively, sharing ideas and ensuring that ILS' work is delivered to the highest standards in a safe and efficient manner with a high level of customer care.

OUR MISSION

We believe in empowering those who are building a better world. Placing humanity at the heart of our solutions, we work in partnership with individuals and organisations to enhance their resilience.

WHAT WE DO

We deliver robust, comprehensive, and innovative solutions to security risk management challenges worldwide.

OUR VALUES

We are driven by the values of: **Humanity, Respect, Compassion, and Creativity.**



Job Purpose

Each year, ILS delivers over 100 training courses, both in person and online. Our courses range from multi day residential programmes to self paced e-learning, 8 week-long web-learning courses, to one day complex crisis simulations. Many of our in-person courses are delivered in the UK, but others are delivered around the world, in the locations where our clients need them.

We are looking for a new Senior Training Advisor to sit within our dynamic training team. As our training programs continue to expand the new Senior Training Advisor will be responsible for supporting the pedagogical robustness and effective delivery of our courses.

The post holder will be expected to oversee the implementation of ILS' learning and development principles and methodologies throughout our training offerings; ensuring these courses are effectively developed and implemented, providing impact and value to our participants and clients.

You are a dynamic, detail-oriented, motivated and engaging learning and development professional with experience applying technology to training, who shares our mission and values.

You will be driven by the purpose and values of the business. You will work to support our programmes, ensuring they achieve our pedagogical and organisational aims, whilst upholding the broader company values. This is an amazing opportunity with potential for you to grow and shape the role, to drive growth and efficiency within our healthy, thriving and sustainable training offering.



Accountabilities

Working autonomously, you will be responsible for maintaining and developing the pedagogical basis of our highly regarded training programmes, as well as contributing directly to their delivery and design. The work is highly varied, and changes from week to week. Key activities include;

Training Design

- Structured, learning-focused development of sessions and courses
- Development of agendas and effective learning plans
- Support the development of simulation and role play scenarios
- Development of trainer/facilitator notes and manuals
- Design of monitoring and evaluation programmes to ensure effective feedback loops and impact assessment
- Input course design to the development of commercial proposals

Training Delivery

- Contribution to the delivery, administration and operational support of face-to-face training in the UK and globally, including Hostile Environment Awareness Training, Crisis Management Training, Travel Safety & Security Training, and Security Risk Management Training.
- Contribution to the delivery, administration and operational support of online training courses (including instructor-led web-learning and e-learning) including Personal Safety Awareness, Travel Safety, Crisis Management and Security Risk Management.
- Design, delivery, programme management and logistical oversight of our overseas training programmes. These can be delivered for our clients anywhere in the world

Other Activities

- When possible, and within your frame of expertise, you will provide support to the Risk Advisory team, for the delivery of risk management projects.



Person Specification

The ideal applicant will have empathy with ILS' values and be able to work in a way that reflects these.

- As a Learning and Development Professional you will possess a formal qualification in adult learning approaches or have significant demonstrable experience in adult learning/training design and delivery.
- You will have significant experience in the delivery of online and/or face-to-face training, including delivery of training programmes overseas.
- You will have demonstrable experience in structured curriculum development and learning cycles for adult learners from diverse cultures, with a focus on participatory techniques.
- Significant experience of working in the Humanitarian, Development, Human Rights, Research, or Media sector, ideally within field offices and Headquarters.
- You must be comfortable working within a small, dynamic and diverse team.
- You should be self-motivated and able to organise your own workload over multiple simultaneous projects.
- You should possess strong IT skills, with the ability to work on Microsoft packages and online project management systems.
- Customer service focus and entrepreneurial attitude.
- A valid UK drivers' license and experience operating manual and automatic vehicles.

Desirable

- Ability to train in more than one language.
- Project management experience and knowledge.
- Experience of working in insecure environments.
- Psychological First Aid/Mental Health First Aid qualifications.
- Experience in safeguarding.
- Experience delivering HEAT or similar experiential, simulation-based training.
- Security Risk Management and/or Advisory experience; or relevant field experience.
- First Aid Training qualifications.
- Experience in designing and delivering e-learning.
- Experience working across different Learning Management Platforms.

We know there are great candidates who may not meet all the above criteria, or who have important skills that we have not mentioned. If this is you, please do not hesitate to apply and tell us why this opportunity excites you and how it fits with your skills and experience.



Compensation package and benefits

- Starting salary £40,000- £45,000 depending on experience, with clear salary progression scheme.
- Generous annual (discretionary) bonus scheme
- 36 days of annual leave (formulated as 25 days standard leave + 3 days additional Christmas leave + 8 days of bank holidays)
- Further leave allowance accrued with length of service
- Employer pension contributions
- Free access to psychological support service
- Flexible working hours (core hours 10am-4pm)
- Generous Time Off In-Lieu (TOIL) policy
- Personal development plans

Working Locations:

- The position is based in ILS office in the UK, very close to Haywards Heath railway station.
- We adopt a hybrid working policy, whereby staff are expected to attend the office regularly, including monthly collaborative 'everyone-in' office days.
- The candidate will be expected to travel to client offices in the UK and overseas, sometimes to high-risk locations.

Recruitment process:

Please send your CV and cover letter to info@locationsafety.com with the title "**Senior Training Advisor**" in the subject line of your email by 09:00 on 13th January 2025

Only those who have been shortlisted will be contacted.

Closing date: 09:00 (GMT) on 13th January 2025