

Training Consultant

Job Description

| | |
|----------------------|------------------------|
| Job title: | Training Consultant |
| Reporting to: | Consultant Team Leader |
| Location: | Glastonbury |

| | |
|----------------------------|---|
| Terms: | |
| Working hours: | Mon – Fri, 08:45 – 17:15 |
| Annual leave: | 25 days per year (pro rata) plus 8 UK bank holidays |
| Car allowance: | Car Allowance |
| Overtime: | No |
| Benefits available: | Pension / Health Care / Bonus |

| | |
|---------------------|---|
| The Company: | <p>WCBS is a leading supplier of information management systems, providing independent and international schools with the first true cloud platform and a portfolio of solutions across Admissions, Finance, Academic and Alumni.</p> <p>Data can be accessed, managed and shared easily and securely throughout the school, promoting efficient practices in all departments. This frees up valuable teaching and administrative time, to concentrate on developing strategies for success and delivering outstanding education.</p> |
|---------------------|---|

| | |
|------------------|--|
| Job role: | <p>Objective of the role:</p> <p>To contribute to the achievement of the Company's revenue and customer service ambitions by training users of WCBS software, as part of the consultancy team covering UK and overseas schools.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • To deliver outstanding training to users in the UK and internationally online, on-site or at WCBS venues. • Development and monitoring of implementation plans working with the customer and the WCBS Implementation team • Trouble-shooting – using own skill set as required to develop knowledge of the WCBS software. • PR visits to existing customers. • Possible demonstrations of software to existing and prospective customers. • Create and deliver training workshops and seminars. • Consultancy on system use (best practices) and refresher training. • ODBC and report-writing projects. • Maintain customer and personal records using central systems. <p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the company.</p> |
|------------------|--|

Key requirements:

- Excellent personal organisation and time management skills.
- The role is typically at least 40% travel so willingness to travel extensively within UK and global markets with overnight stays is important.
- Ability to work on own initiative with minimal direct management.
- Team player who can work closely and interact with other members of WCBS support and implementations teams.
- Ability to understand requirements of a close-knit specialist market and the need for long-term relationships within such a market.
- A clean full UK driving licence.

Desirable requirements:

- A good working knowledge of Microsoft Office products.
- Experience of creating and delivering presentations.
- Experience in delivering SaaS training.