

Employment Vacancy

Training Centre Manager

Location: Brighton
Salary: £35,000 – £40,000 pa (*negotiable, depending upon your skills, qualifications and experience.*)
Hours: Monday – Friday, 08:30-17:00

About Us

Tempus Training is a very well-established, Ofsted Grade 1, Independent Training Provider. We deliver over 600 online courses every month across the UK through Government funded contracts and support thousands of individuals each year to gain skills and qualifications to develop their careers and improve their lives.

About the Role

Working alongside the Quality, Teaching and Compliance teams this key management role will maintain a professional and dynamic working environment and will lead a team motivated to achieving performance targets while ensuring that we continue to offer an outstanding learning experience.

Responsibilities:

- Manage a team and oversee day-to-day centre responsibilities
- Monitor areas of concern and implement changes where required
- Manage, develop and motivate teams to achieve centre targets
- Maintain knowledge and understanding of all current contract and funding requirements

Essential Skills, Experience & Knowledge:

- Experience working within a college or training provider in a managerial position
- Experience in a target-driven role and ability to show success in achieving financial targets
- Excellent people management skills
- Excellent organisational and time management skills with the ability to effectively manage your own workload
- Ability to problem solve and work to deadlines under pressure
- Experience in developing successful relationships with partners and stakeholders
- Excellent written and oral communication skills, with the ability to write and present clearly and concisely
- Ability to make effective use of a wide range of IT and digital applications

Benefits:

- Negotiable salary based on experience
- comprehensive induction programme
- annual salary reviews, 28 days holiday per year (including bank holidays)
- extensive training opportunities throughout your career
- free eye tests, stakeholder pension, hundreds of retail discounts
- fresh fruit and a range of staff perks
- town centre location

This is an excellent leadership role for someone with sector experience at management level seeking to join a highly regarded training provider in a position offering an attractive salary and benefits package, a varied and rewarding workload plus the opportunity to contribute to the development and growth of the organisation.

Apply now for this Training Centre Manager role by emailing your CV to: recruitment@tempustraining.co.uk

All posts are subject to an enhanced Disclosure and Barring Service check.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. We are an equal opportunities employer.

Applicants must have a valid legal permit or right to work in the United Kingdom