

Training Designer

40 hours per week. Permanent contract

Department:	Cadet Activity and Wellbeing	Level:	Support 3
Reporting to:	Training Design Manager	Location:	Home Based

Job Description

Purpose of the Post

Support training design to meet training developments of courses and training outputs for the Army Cadets.

Principal Responsibilities

- Design courses for the Army Cadets, working closely with the relevant subject matter experts and ensuring that the content is aligned with Defence Systems Approach to Training (DSAT) and/or Awarding body requirements.
- Own, review and update course documentation and develop further training requirements for Army Cadet courses.
- Support in the design and development of self-guided virtual / digital training materials with subject matter experts for current and future training needs and adhere to the relevant policies.
- Maintain a keen understanding of training trends, best practice and development across the Cadet Forces and wider society.
- Develop training design elements as authorised by the Customer.
- Liaise with stakeholders to ensure high-quality training design.
- Conduct Internal Validations as required.

General

- Reporting as required.
- Deputising for other members of the team as necessary.
- Carry out any other duties as directed by line management.

Training Designer Job Description

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](https://www.acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ Educated to at least A level / equivalent standard. ▪ Qualifications in training or training support and design. ▪ Evidence of continuing personal and professional development in training. ▪ Experience of managing projects. 	<ul style="list-style-type: none"> ▪ Sound working knowledge of Microsoft operating systems and platforms. ▪ Defence Systems Approach to Training (DSAT) Qualifications. 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ Direct experience of designing training for organisations. ▪ Excellent understanding of Management Information Systems (MIS). ▪ The ability to work under own initiative. ▪ Understand new technologies and promote innovation. ▪ Experience of working with partners, internally and externally. 	<ul style="list-style-type: none"> ▪ Experience in designing, building, and maintaining bespoke e-learning content (SCORM & HTML 5), digital information and using tools such as Articulate ▪ Knowledge of the cadet MIS ▪ Experience or knowledge of the Cadet Forces or other youth organisations ▪ Experience of Defence Systems Approach to Training (DSAT) ▪ Experience of training needs analysis ▪ Experience of analysing internal validation (InVal) data 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ Ability to work on own initiative within an agreed framework of objectives ▪ Demonstrable success in establishing effective working relationships across a range of organisations at all levels ▪ Excellent written and verbal communication skills ▪ Effective interpersonal skills ▪ Enthusiasm, flexibility and innovation 	<ul style="list-style-type: none"> ▪ Data gathering and analytical skills ▪ Digital skills ▪ Effective in training delivery 	Application form, interview, references