



# SATARLA

RISK & ESG Consultancy | Training | Research

## RECRUITMENT 2022:

# *SATARLA TRAINING MANAGER*

*Risk intelligent decision making*

## **RECRUITMENT OPEN:**

### **SATARLA – TRAINING MANAGER**

#### **Profile Summary:**

The Satarla Training Manager will play a pivotal role in helping to grow the Satarla in person, online and virtual training business. This will be undertaken through working with a network of existing customers and global team of experienced trainers to design and deliver world class sustainability, risk management, and industry specific (e.g. mining) training courses.

The Satarla Training Manager will be expected to be both strategic and practical, ensuring that a clear direction for the training business is constructed and training products are delivered to the quality expected by Satarla and clients. An appropriate budget will be provided to grow the training business, however the training manager is also expected to ensure that the training business delivers profit to the broader group.

#### **Who are Satarla?**

Satarla is an award winning sustainability and risk management consultancy, training and research provider. With over 100 team members based globally, the training business is primarily coordinated from the UK. Recognised as a thought leader in both sustainability and risk management, Satarla is routinely called on to work with a multitude of different industries including charities, governments, sport, agriculture, healthcare, finance and raw materials. Inspirational training that provides participants with the confidence and tools they need to carry out their own work is core to Satarla's philosophy.

Satarla currently provides in person, live online and elearning training packages globally, in different languages (primarily English) to multiple audiences. For more information, please see: <https://www.satarla.com/training>

#### **Key Responsibilities:**

##### **Strategic:**

- Work with the Satarla core team to develop the strategy for Satarla training together with short and long term objectives and KPIs.
- Through being a member of the Satarla core team, contribute to broader decision making within Satarla regarding consulting, training and research focal points.

##### **New content:**

- Assist in developing training course content, undertaking research to ensure training material is up to date and represents best practice
- Design and development of E-learning modules for distribution on various learning management systems for public and in-house use
- Where necessary, develop e-learning courses using SCORM design packages



**Existing content:**

- Maintaining and improving the online training resource library and marketplace hosting E-learning courses, factsheets, and blog articles
- Optimise existing content by re-packaging and marketing. Potential to create and publish additional online resources from existing content e.g. book.
- Ensure all produced training materials meet the accessibility needs of clients (e.g., subtitles on videos, image descriptions, graphs and charts which are colour-blindness friendly)
- Liaising with the graphic designers for Satarla publications, artwork, brochures, factsheets etc.
- Obtain CPD accreditation for all appropriate public training courses offered by Satarla

**Selling and organising of live training courses (online and in person) and additional content:**

- Organisation and scheduling of training course calendar, liaising with training participants, and communicating with the trainer and managing the internal trainer schedule
- Drafting and editing training course outlines and managing registrations using an online training management system
- Maintaining and growing the CMS database, building new relationships, and engaging with prospective in-house and public training clients
- Understand and manage relationships with current training partners and organisations and help to find, initiate, and build new relationships to strategically advance Satarla's position as a global leading training business and consultancy
- Manage Satarla training website, listing public training courses, keeping presenter profiles up to date, managing attendee's portal, training invites, and training certificates as well as general enquiries related to training
- Purchase training resources/stationery as required, liaising with printers to collate, order and distribute training packs and other training materials
- Assisting with the marketing of training courses and E-learning materials using LinkedIn, Twitter, Satarla newsletter, etc.
- Maintaining a robust document management filing system
- Assisting with the co-ordination of public events to help promote Satarla training such as conferences, presentations, interviews, etc.

**Qualifications / skills / experience:**

- University level degree or equivalent experience (5 years) in a field related to education / training / event management.
- Experience in one or all of the following areas: Sustainability, Risk Management, Raw Materials.
- Knowledge of DEI and accessibility requirements within the context of training
- Proficient user of various IT systems, e.g. MS 365 suite, Teams, Zoom, LMS systems (Trainual, AbsorbLMS, Arlo) WIX, Square space, Mailchimp, Survey Monkey, Arlo, etc. Experience with SCORM software such as Articulate 360 will be advantageous
- A good understanding of UX and UI will be advantageous
- Strong planning and organisational skills, with an ability to establish a strategic direction for the training department and work with other team members to help deliver on this strategy



- Demonstrated ability to build new client relationships and experience in training sales
- Commercial business understanding advantageous.
- Highly motivated individual comfortable working independently using their own initiative
- Fluent English speaker with excellent written and verbal communication skills
- Comprehensive understanding of the global training market in the UK, Europe, North & South American, and Africa
- Knowledge of risk management frameworks, processes, techniques, methodologies, standards, and best practices and procedures will be highly advantageous

**Please note:**

While the Satarla Training Manager will report directly to the Satarla CEO, there is the potential to split the above role into two components, dependent on the skillsets of application candidates. This may result in e.g. Training sales manager and Elearning content manager roles being created.

**To apply:**

If you are interested in applying for this role, please send your CV and a cover letter to the Satarla CEO and co-founder Sarah Gordon at: [sarah@satarla.com](mailto:sarah@satarla.com).

Applications close on Monday 15<sup>th</sup> August 2022.

