

# synergy learning

new media. new learning.

## Training Manager

### Synergy Learning

Synergy Learning, a leading education and learning services provider with headquarters in Belfast seek a Moodle Training Manager to contribute to our growing team.

April 2011

## **Training Manager**

**Job Title:** Training Manager

**Employment Status:** Full Time

**Location:** home-based

**Salary:** £30-35k dependant on skills and experience

Synergy Learning is a leading education and learning services provider with headquarters in Belfast, Northern Ireland. As pioneers in new media eLearning content provision and service, we are fully committed to continually advancing education standards. Synergy Learning is the UK and Ireland's leading approved Moodle and Mahara Partner and have recently been awarded Platinum Totara Partner status.

We are currently looking to recruit a Training Manager. Working across all sectors, you will:

- Deliver our range of training courses
- Author and maintain training materials
- Organise and co-ordinate training events

You will have at least 2 years of Moodle experience, 2 years training or teaching experience and have excellent communication skills. Ideally, you will be familiar with Mahara administration also.

To apply for this post, please email your CV with a covering letter to;

**[roy.kerley@synergy-learning.com](mailto:roy.kerley@synergy-learning.com)**

## **JOB DESCRIPTION**

**JOB TITLE** Training Manager

**REPORTS TO** Managing Director

### **PURPOSE**

To prepare, recruit and deliver the company's highly successful training courses and related activities.

### **KEY Activities**

#### **1. Preparation and Delivery of Training**

Synergy Learning delivers a number of training courses to customers on-site. Additionally, it is planned to run a number of training events throughout the UK.

- Deliver our range of training courses to both internal and external clients
- Author and maintain training materials
- Organise, Recruit Attendees and Deliver a minimum of 4 training events per annum.

#### **2. Training Materials**

Synergy Learning has its own set of training courses and also authors bespoke courses

- Author and maintain in-house and external training collateral
- Liaise with customers to gauge most suitable content to be delivered
- Keep abreast with latest functionality and developments

#### **3. Other activities as agreed with the Managing Director.**

Please note that job descriptions are subject to review as appropriate

## **CANDIDATE PROFILE – CRITICAL & FUNCTIONAL SUCCESS FACTORS**

The ideal candidate will be a skilled Moodle user with strong teaching experience.

### **Essential knowledge and experience:**

- Strong Moodle and Mahara skills
- Teaching/Training experience
- Strong organisational skills
- Very good communication skills
- Clean driving licence

### **Desirable knowledge and experience:**

- MCCC qualification