

## Training Officer Maternity Cover

Be part of our small, supportive and forward-thinking team.

### At a glance

<b>Salary</b> Up to £38,000 p.a. DOE	<b>Hours</b> Full time (37 hours/week) or part time.	<b>Flexibility</b> Potential for part time and flexible hours. Working from home
<b>Location</b> Predominantly home based with some travel	<b>Contract type</b> 1 year maternity cover	<b>Values</b> Integrity. Expertise. Professionalism. Flexibility. Excellence

### Role title

Training officer

### Position role reports to

Training development manager

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### Key responsibilities & duties

Red Kite Veterinary Consultants Ltd are looking for an enthusiastic colleague to join our team working as training officer for a 1 year maternity cover providing training for personnel working in research establishments. As an experienced animal technologist with minimum 5 years' experience, you will have good communication and problem-solving skills.

Upholding our values of integrity, expertise, professionalism, flexibility and excellence, you will lead by being an outstanding and positive example to others.

We prioritise flexible work patterns to promote a healthy work life balance. Red Kite Veterinary Consultants Ltd has signed up to the Mental Health at Work commitment, and we recognise the importance of looking after and improving the mental wellbeing of our team.

As a training officer, you will work under the direction of the Training Development Manager to deliver high quality training for research personnel.

### **Main Areas of Responsibility:**

Working mainly from home and supported by the Training Development Manager (TDM), training coordinator and assistant training coordinator, under the supervision of the Veterinary training lead, you will develop and deliver a range of training courses for research personnel working under the Animals (Scientific Procedures) Act 1986. Specifically you will:

- Deliver PILAB courses
  - Deliver both function C and Induction training courses
- With TDM and veterinary lead develop new training materials and update existing ones
  - Participate in handling practicals and assessments
- Act as tutor/assessor for IAT diploma students. Including student inductions and tutorials
  - Mark assessments and feed back to students
  - Write and deliver training reports for clients
    - Deliver refresher training
- Develop and deliver new courses both face to face and online
  - Maintain course materials on website and Moodle

### **Person specification**

- Experienced animal technologist with minimum 5 years' experience. MIAT or equivalent. NACWO, PIL holder and RanTech essential
- Training experience with a teaching qualification (e.g. AET/PTTLS or equivalent) essential
- Computer literate with experience using word, excel and power point. Experience with Moodle or other online learning platforms and online video conferencing systems desired
- Must be a fluent communicator and able to encourage and influence people
  - Experienced with developing and delivering training courses
    - Experience with mentoring and 1:1 support
- Able to work sensitively with junior staff and those with special educational needs

- Enthusiastic, self-motivating, able to work in a team or individually, with a commitment to improving animal welfare
    - Proactive and flexible
    - Able to deal with unforeseen circumstances and problems
      - Able to solve problems and make decisions
  - Ability to organise, plan and prioritise, including under pressure and meeting deadlines
    - Act professionally at all times in accordance with expectations of IAT
    - Proactively manage requirement for continuing professional development
  - Ability to work independently with minimal supervision while recognising limitations of own abilities
  - Recognise the importance of client confidentiality and adherence to Data Protection principles
  - Extensive skill and experience in building relationships, with respect and inclusivity for all.
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### **Organisational background**

We are an independent consultancy providing veterinary and training services to research establishments across the South. You will be working alongside our team of vets, as well as our highly experienced training team.

We are a dynamic and forward-thinking team, with a focus on delivering excellence.

### **Salary**

Up to £38k per year, depending on experience.

### **Working hours & patterns**

Full time or part time considered. Hours are flexible and open for discussion.

### **Expected working location**

Mainly working from home, with occasional travel to other sites.

### **Contract type**

1 year maternity cover

## What others say about working at Red Kite Veterinary Consultants

'Working for Red Kite Veterinary Consultants offers me flexibility, variety and a good level of professional challenge within a supportive atmosphere.'

'I've been a permanent employee of Red Kite since 2017 and I worked on a casual basis for a few years before that. We have a great team of vets and the job is flexible and family-friendly'

### Employee benefits

Joining our team offers a unique opportunity for career development in an exciting research environment. We offer a competitive salary with 28 days' annual leave plus those all-important bank holidays. We offer flexible working opportunities.

- IAT membership fees paid
- Company pension scheme

### How to apply

Submit an application with a covering letter saying why you would like this job to [info@redkitevets.co.uk](mailto:info@redkitevets.co.uk). You can also contact us for an informal chat.

### Closing date for applications

9<sup>th</sup> December 2023