

Career Opportunity: Trainer - Customs and Freight Procedures

Location:

Flexible, with nationwide travel

Due to expansion, an exciting opportunity has arisen at BIFA as a **Trainer - Customs and Freight Procedures**. As a key member of our team, you will be at the heart of delivering the training that is part of our service, specifically in customs procedures.

Key Responsibilities:

- To deliver all our range of freight and customs courses, in-line with their objectives
- Create bespoke courses for specific enquiries and meet with members where necessary
- Work with other members of the training team to constantly improve our all-round offering
- Develop high quality, training materials – both high and low tech – that will add value to delegates day-to-day work
- Whilst our training is technical, you'll deliver sessions in an interactive and engaging way using a variety of learning methods
- Conduct delegate assessments and marking as a support to the team where appropriate
- Attend quarterly policy meetings where necessary
- Work alongside other team members to schedule our annual programme calendar
- Support and give ideas for the marketing our courses and wider offering
- Continually self-assess own performance, course feedback and take appropriate action
- Support regional representatives with local training needs to maximise course attendance
- Promote the industry by attending networking events where appropriate
- Undertake other projects for the Secretariat team as required
- Attend events where appropriate to promote industry

Desired Skills and Experience:

- You will have at least five years relevant industry experience
- You will be a customs expert with deep knowledge of procedures and be aware of the up-to-date legislation changes
- No previous training experience is needed, you will just need to demonstrate the potential to become a trainer - we will ensure you obtain a relevant qualification
- Ability to develop excellent relationships with members

Personal attributes:

- Excellent verbal and written communication skills
- Energy and drive
- Strong belief in the value of training
- Systematic, methodical approach with high attention to detail
- Flexible with regards to travel as there will be a need to work away from home
- You will be adaptable and able to prioritise and plan your own workload and be comfortable working both independently and as part of a team
- Excellent communication skills, with an ability to communicate at all levels is essential

In return, we offer a competitive salary with excellent benefits, including 28 days holiday and car allowance.

This is a great opportunity to play a part in what is an important role of transferring knowledge to established members and the new generation joining the industry.

For more information contact **Carl Hobbs** or send your CV and a covering letter to c.hobbs@bifa.org.

All applicants must also download, complete and return the [BIFA GDPR Recruitment Policy](#).

Closing date for applicants is **Friday 1st March**

++ No agencies ++