

Website Advert

Career Opportunity: Trainer - Customs and Freight Procedures

Location: Flexible, with nationwide travel

Reports to: Training Development Manager / Executive Director

Are you currently working in operational role and want to do something a little different within the logistics industry?

An exciting opportunity has arisen at BIFA as a **Trainer – Freight and Customs 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 freight and customs procedures.

Key Responsibilities:

- To deliver all customs related and some of the general multimodal freight procedures courses, in-line with their objectives
- Create bespoke courses for specific enquiries and meet with members where necessary
- Work with the training development manager to constantly improve our all-round offering
- Develop high quality, training materials – both high and low tech – that will add value to delegate's day-to-day work
- Conduct delegate assessments, both in-person and online, where appropriate
- Mark BTEC assessments as part of the team rota along with internal verification
- Attend quarterly customs policy meetings, when available
- 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
- Promote the industry by attending networking events where appropriate
- Undertake other projects for the Secretariat team as required

Desired Skills and Experience:

- At least five years relevant industry experience in freight and customs.
- Knowledge of customs procedures and be aware of the up-to-date legislation changes
- Possess good working knowledge and interest of Microsoft Office, Teams and Zoom
- A relevant training qualification is an advantage but not important, BIFA will fund your qualification as part of your induction

Personal attributes:

- Excellent communication skills, with an ability to communicate at all levels is essential
- Energy and drive

- Strong belief in the value of training
- Systematic, methodical approach with high attention to detail
- Flexibility with regards to travel, there will be a need to work away, now and again
- Excellent interpersonal skills with the ability to be a team player; building good relationships with members, stakeholders, and colleagues
- Demonstrate excellent planning and organisational skills with the ability to work to tight deadlines
- Adaptable and able to prioritise and plan workload
- Be comfortable working both independently and as part of a team

In return, we offer a competitive salary with excellent benefits, including 28 days leave, plus public holidays, and a 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 Hobbis** or send your CV and a covering letter to c.hobbis@bifa.org

Closing date for applicants is **Friday 2nd September**

++ No agencies ++