

## **Job Description**

**Cycle Training UK Ltd**

Job Title: **Instructor Manager**

### **Instructing**

- Deliver at least one schools course a year
- Fill unexpected instructor gaps
- Deliver an average of 5-10 hours of cycle training per month
- Mentoring (if appropriate)

### **Line Management**

- Ensure all instructors are working happily and efficiently in line with their job descriptions
- Monitor timesheets and hours worked by instructors and managing the deficit and surplus hours to keep them within agreed limits
- Ensure the quality of delivery through mentoring, appraisals and general management
- Deal with capability, disciplinary and grievance issues for instructors in line with company policy
- Recruitment of any permanent or temporary departmental staff (including instructors) following agreed CTUK processes as directed by your head of department, Head of Training and Development.
- Deputise for other members of the department when necessary e.g. holidays/sickness etc

### **Instructor Administration and Bookings**

- Book instructors for work according to their experience and qualifications
- Manage instructor availability and instructor work schedules on WorkflowMax to enable project managers to plan upcoming work
- Troubleshoot short-notice changes to instructor diaries

### **Instructor Development and Training**

- Induct new instructors in line with CTUK processes
- Maintain training and appraisal records on Zoho People online HR system
- Identify instructors needing professional development support and arranging work and training to help them progress
- Coordinating INSET training in line with CTUK processes (2-3 times per year)
- Ensure all instructors are adequately trained and informed on changes to the Bikeability syllabus and/or administrative procedures
- Manage the content and write copy related to internal communications (Circulars etc.)

## **HR & Training departmental administration**

- Manage HR & Training overhead budget within agreed limits, as determined by finance manager
- Oversee compliance of instructors and office staff by keeping DBS and First Aid valid
- Order instructor and office staff company ID cards when they are up for renewal
- Order Bikeability materials for schools on a termly basis
- Prepare quarterly reports on incidents and other HR matters for members, heads of department and directors