



Job Advertisement

Junior Trainer and Training Coordinator

Spark Presentation

powered by Milestone Institute

Context

Spark Presentation is Milestone's first spin-off company, which aims to improve people's communication skills through utilizing innovative, blended learning content by mixing e-learning and live trainer-led workshops. While presentation skills are the main focus, Spark aims to help anyone level up their communication skills. Spark currently has two e-learning courses, which we use to offer blended learning courses to our business-to-business customers, but it will soon be offered in a business-to-consumer model as well.

The role

Spark Presentation is looking for a highly motivated Junior Trainer and Training Coordinator to support its ongoing training activities and the development of new content. The new team member will have a chance to contribute to establishing Spark Presentation as a leading communication training company in Hungary.

The main objective of the Junior Trainer and Training Coordinator is to participate in the design, improvement and delivery with strong communication skills and ability to learn quickly; and to support the success of training programs with administrative help.

The main areas of responsibility will be:

- Coordination and providing administrative support to the design
- Development and delivery of training programs
- Participating in the delivery of training programs under the supervision of senior colleagues

Core responsibilities

Learning and Development coordination:

- Participating in the design and development of training programs

- Providing administrative support to the Head of Spark Presentation in relation to the development projects
- Coordinating development projects with the aim to extend Spark's offer of cutting-edge blended learning courses
- Researching and recommending new training techniques to the Head of Spark Presentation, creating the curriculum and updating it to reflect developments within the industry
- Assisting in the scheduling and confirmation of training courses, coordinating with other trainers and clients

Junior trainer:

- Participating in the delivery of training programs
- Assess training needs, recommend, design, develop and implement training programs/workshops for new and existing clients
- Counsel participants on their performance level in class and create developmental action plans
- Foster ongoing improvement of training methods and tools

Requirements

- High proficiency in both English and Hungarian
- At least a Bachelor's degree in a relevant field
- Excellent verbal and written communication, presentation and interpersonal skills
- Ability to manage internal and external correspondence in a professional manner
- Proven initiative, positive attitude, team oriented, self-motivated and highly enthusiastic
- Online research skills and an ability to rapidly familiarise yourself with new topics
- Ability to work both independently and in a team environment
- Ability to think in a structured manner
- Design savviness
- Experience in a project coordination is an asset
- Previous training experience is an asset

We offer...

- Highly-trained, motivated, collaborative teammates
- Opportunity to participate in the development of a newly established business line
- Space for growth and advancing your career in a dynamic company
- Exceptional working environment in one of the most beautiful buildings in the centre of Budapest
- Competitive salary

Conditions of Service:

- This is a part-time post of 30 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary.

Application Process

Application is by **CV, motivation letter** (not longer than 400 words), and an indication of gross salary expectations, to be submitted via the [application link here](#).

Application deadline: 30 April 2023 (We review applications on a rolling basis)

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has a child safe recruitment policy in place. Thus, we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children. The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children;
- Local police check;
- Child Protection Training.

Additional information:

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.