



TRAINING SPECIALIST. GATWICK, UNITED KINGDOM

Are you ready to charter your own career?

The runway to success in global aviation begins here...

Are you looking for an opportunity to work for a global brand where you can use your skills, be part of a diverse team and grow with a dynamic company?

This is a unique opportunity to leverage your creativity and experience to join our dynamic and collaborative Human Resources team as a **Training Specialist** based out of our **Gatwick, UK** office.

We will provide the successful candidate with any necessary training, as well as the industry know-how.

Purpose of Role

- To support with delivery and maintaining quality of training programs aimed at brokers and sales staff at all levels of the company, in conjunction with the Training Program Manager.
- To continuously propose, to the Training Program Manager, appropriate internal training solutions and resources to support the learning objectives and needs of the Company.
- To deliver the Company's internal training courses, both in a classroom and virtual setting. This includes travelling to various offices internally.
- Support with learning management system (LMS), serving as a point of contact for employee questions or troubleshooting needs.

Key Responsibilities

Training delivery

- Obtain prompt feedback on the courses to ensure effective learning and return on investment.
- To collaborate and suggest training courses to the Training Program Manager, to address specific business objectives or visible needs, working together with the HR team (this includes ideas towards training materials).
- Handle end-to-end course logistics, coordinating with HR team or attendees, ensuring all materials are prepared for smooth delivery. This includes; scheduling sessions, sending invitations and reminders, and managing attendee lists.
- Coordinate with local teams for in-person training to ensure rooms, equipment, and materials are ready. For virtual training, ensure all digital resources, links, and platforms are set up and functioning.

- Manage attendee lists, scheduling, and communication for each session with attendees, management teams and HR members.
- Keep up-to-date on the latest training trends, developments and best practices.
- Communicate regularly with participants to provide pre-course instructions, answer any queries, and support smooth attendance.
- Manage employee enrolment for the courses, schedule training sessions and organising the resources to facilitate the training.
- Work in collaboration with internal stakeholders within Chapman Freeborn and Avia Solutions Group to ensure effective knowledge sharing and smooth training results.
- Utilise all internal resources available e.g. training platforms / resources or support from Corporate Services teams.
- Assist with the content creation, updating and refinement of the courses together with the Training Program Manager and Corporate Services teams.
- Act as a coordinator for the LMS, answering questions, tracking course completions, managing enrolments, and resolving basic system issues.

Qualities We Look For

- Creativity, flexibility, and dedication
- Commercial and Sales experience in training
- Minimum of 2 years of experience in delivery of training (facilitation, groups, classroom based and digital)
- Experience using an LMS, uploading and managing content
- Aviation experience highly preferred
- Open minded approach to learning and development

What's In It For You

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Unlimited access to thousands of courses on LinkedIn Learning platform

With over 50 years of experience, the Chapman Freeborn Group provides a diverse range of aviation-related services on a global basis. Our expertise in all areas of the air charter industry makes us the number one choice for many of the world's leading logistics providers, multinational corporations, travel partners, and well-known names from the entertainment business.

Chapman Freeborn is a family member of Avia Solutions Group, a leading global aerospace services group with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 11,500 professionals, providing state-of-the-art solutions to the aviation industry and beyond.

Chapman Freeborn aims to promote equality, diversity, fairness and respect for future and current staff at all levels of the organization. We aim to provide equal opportunities in all aspects of employment and to ensure that the talent and skills of all individuals are maximized.

Chapman Freeborn provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Chapman Freeborn combines over 46 years of experience with unrivaled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. The company's diverse client base includes major corporations, governments, non-governmental organizations (NGOs) and relief agencies, as well as high net worth individuals (HNWIs) and prominent figures from the entertainment world.