

Training Manager

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Correspondence address:  
The Kennels Cottage, Harewood House Estate  
Leeds LS17 9LF

Registered address:  
4, Jackman Drive, Horsforth,  
Leeds, LS18 4HS

Mobile: 07966 298516  
Email: [katemeasures@hotmail.co.uk](mailto:katemeasures@hotmail.co.uk)  
Vat Registration No: 905 2033 67

## Job Description

### **Job Title: Training Manager**

Responsible to: Kate Measures, Lead Consultant

Department: Training and Support Services

#### Nature of job:

This new role will manage our training programme including both our own events and those run for clients.

#### **Main duties and responsibilities:**

- Organise and oversee the logistics for the planning and delivery of our training programmes from venue, catering and resources to marketing and bookings.
- Liaise with the Lead Consultant regarding content and format of events.
- Identify opportunities for developing new training and conferences.
- Help to identify opportunities for new support resources i.e. training manuals, books.
- Develop relationships with clients to deliver training and facilitation to their staff and volunteers.
- Manage and set-up systems for the smooth running of our training programme.
- Help to source new venues, speakers, equipment suppliers as required and manage relationships with those already existing.
- Liaise with the Office Manager re: bookings, equipment, delegate packs, invoicing etc.
- Help to manage event budgets.
- Help to design and then collate training evaluation and monitoring data and make recommendations for improvements in the future.
- Prepare and present regular summary reports on training programmes for example number of bookings, spend per head etc.
- Work with the Lead Consultant to plan future training programmes and agree targets.
- Input into client proposals as required.
- Input into the environmental and social sustainability policy for the consultancy and how this can be delivered through our training programme.

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- From time to time, perform other duties as required by the Lead Consultant.

**Working arrangements:**

This role is part-time for 10.5 hours per week.

There will be a probationary period of 6 months, at which time the contract will be reviewed and made permanent or either party may terminate the employment contract. There will be ongoing performance reviews at 6 months intervals thereafter, which will track and advance your personal development within the business

Possibility of increased hours in the future as the business grows.

Your main place of work will be at our offices at The Kennels, Harewood House Estate, Leeds, LS17 9LF.

Your responsibilities may require you to attend functions and presentations which may demand occasionally evening, weekend working, and overnight stays.

**Remuneration:**

£24-29k per annum pro rata dependant on experience and skills.

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## Personal Specification

Training Manager, Kate Measures Consulting

### Skills, aptitudes and knowledge

- Display a friendly and flexible approach to work and be able to show both an enthusiastic and diligent attitude
- Super organised and has attention to detail
- The drive to help develop our business and your role
- Good computer skills. Ability to use word processor, basic desktop publishing, website management system (training provided), basic image packages
- Must be able to work effectively independently and as part of a small team
- Essential that you are able to work positively and intensively within a small friendly team
- Confidence at speaking in public a bonus but not essential
- Must be confident at meeting and talking to new people
- A clear communicator on the phone, in writing and in person
- Knowledge of best practice in training and event management

### Experience

The successful candidate will have experience of organising and/or running training, conferences or events. This could include all or some of the experience listed below:

- Experience of working with venues and speakers
- Experience of commissioning print and artwork
- Experience of sourcing equipment and materials for events, especially environmentally and socially sustainable materials
- Experience of working within the heritage sector

### Education and training

You should have minimum training to A-Level standard but a specialism at a higher level in event management would be an advantage.

Must have good English and maths skills.

Must have own transport and hold a current UK Driving Licence.

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## About Kate Measures Consulting

We are a small consultancy that works hard to deliver high quality advice, support and training to the heritage sector. From historic houses to museums, gardens to national parks, our client base covers a broad range of heritage organisations. The kinds of clients you'll be working with range from national organisations like the National Trust, English Heritage, Wildfowl and Wetland Trust and Woodland Trust to regional and local woods, historic houses, councils, gardens and umbrella organisations.

**Kate Measures Consulting** specialises in helping our clients to create inspiring learning and interpretation experiences in heritage environments. What does this mean?

We help clients to produce engaging trails and hands-on activities, cutting-edge podcasts and digital stories, visitor-generated interpretation, developing relationships with new audiences, practical evaluation for projects, strategic plans that really work, training and development opportunities that leave them ready for any challenge.

We run our own annual training programme open to anyone in the sector and hope to continue to expand this in the future. We also develop, deliver and/or manage training programmes for our clients. Our training programmes are delivered by Kate Measures and external consultants and speakers as required. Day-to-day bookings are currently run by our Office Manager.

Training is mostly small one-day workshops (up to 20 attendees) but can be multi-day and large conferences for up to 300 people. Venues range from education rooms at museums to a completely tented eco conference centre or a city centre community conferencing facility.

Look at our website [www.katemeasures.co.uk](http://www.katemeasures.co.uk) for more information.

Our offices are set in the beautiful Harewood Estate where we can spot deer from the window and see red kite circling overhead on the way into work. The office is in the historic Kennels building and newly refurbished. We think it's a lovely place to work, surrounded by historic woods and parkland. You will have access to Harewood House grounds and shops during the working week and the visitor season.

We have committed to an environmental and social responsibility policy and are striving to improve this all the time. We often work closely with our suppliers to bring our clients a

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range of options to minimise the impact of their projects too. When thinking about training and events, this ranges from providing Fairtrade refreshments and locally sourced lunches to environmentally friendly delegate packs, transport and venues.

In summary, we are a small but fast moving company open to fresh ideas and a place to work with a huge range of fantastic and exciting clients.

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## How to apply:

Please send:

1. A short CV listing *relevant* skills, experience and detail of education and training (no more than maximum 3 pages) and two referees (including your relationship to them and contact details).
2. A covering letter outlining why you feel you are suitable for the role and why you are applying for it (no more than maximum 2 pages).

We recommend you relate both these documents directly to the job description and personal specification.

Please email your application to [katemeasures@hotmail.co.uk](mailto:katemeasures@hotmail.co.uk) by Friday 25<sup>th</sup> February 2011, 12 noon at the latest.

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