



£30,000 per annum (FTE)
37 hours per week flexi-time Basildon/Hybrid

CTSI, boasting a rich legacy of safeguarding consumers for 141 years, stands as an ambitious professional membership organisation. Fuelled by the perspectives of our members and a resolute sense of purpose, we broaden our impact through the diverse range of services we provide to Trading Standards professionals across the UK.

We're seeking a dynamic person to join our Learning and Development team in an exciting new role as an L&D Executive. The ideal candidate will possess exceptional stakeholder management skills, as the team collaborates with a variety of external professionals in the consumer protection space, to create and implement Learning and Development initiatives.

The Learning & Development Team is responsible for overseeing the daily operations of Learning & Development contracts and grants, managing CTSI's CPPD products and services, organising training courses in partnership with CTSI's Branches and Regions, and assisting with the administration of CTSI's Professional Competency Framework and key educational contracts, such as the Business Education Service.

We're looking for someone with outstanding communication and organisational skills, including strong writing abilities to produce professional reports and communications tailored to the audience. The successful candidate should also be comfortable working independently, meeting deadlines, and making decisions autonomously. Comprehensive training and ongoing support will be provided.

This is a unique opportunity to shape and define a brand-new role at CTSI, working closely with the Learning and Development Manager and other members of the Service Delivery directorate.

We would love to hear from you, even if you don't have all the listed experience or skills; you might bring something valuable we haven't even considered!

Benefits include:

- Flexi-time, hybrid working, working abroad policy
- Minimum 25 days holiday plus bank holiday
- Christmas shut down, paid volunteer days
- Increased pension contribution
- EDI and family friendly policies
- Training and Membership funding

For further details about CTSI and this job, please visit <https://www.tradingstandards.uk/about-us/job-vacancies-at-ctsi/>

The closing date for receipt of applications is 5pm Tuesday 10 September 2024.

CTSI is an equal opportunity employer dedicated to fostering diversity, inclusion, and equal opportunities in the workplace for all staff. We encourage applications from individuals of all backgrounds. If you require any accommodations during the application process, please reach out to hr@tsi.org.uk.

