

POSITION INFORMATION SHEET (Non-Collective)	
Position Title	Internal Trainer
Title of Supervisor	Head of HR
Title of next level Supervisor	N/A
Location	SMP Site / President Way Works

Job Summary

- Responsible for delivering high-quality, compliant on-site training across SMP, ensuring employees are competent, safe and confident in the use of workplace equipment and related processes. The role reports to the Head of HR and works alongside the Learning & Development Co-ordinator to plan, deliver, record and continuously improve internal training provision across FLT, cranes, abrasive wheels, material handling, MEWP and PASMA activities.

Primary Duties and Responsibilities

- Deliver structured and compliant on-site training for employees in Forklift Truck (FLT), cranes, abrasive wheels, material handling, MEWP, PASMA activities, IOSH Working Safely and IOSH Managing Safely.
- Work alongside the Learning & Development Co-ordinator to identify training needs, schedule courses, maintain training matrices and ensure accurate training records are available for audit and compliance purposes.
- Ensure training is delivered in line with current legislation, recognised guidance, company procedures, risk assessments and safe systems of work.
- Prepare and maintain lesson plans, course materials, practical assessments, written tests and refresher training content to support consistent standards across the site.
- Assess trainee competence through observation, questioning and practical demonstration, providing clear feedback and identifying any further training or supervision requirements.
- Support managers, supervisors and team leaders in ensuring employees are trained and competent before operating relevant workplace equipment or undertaking controlled activities.
- Promote safe working behaviours during all training activity and escalate any unsafe practices, equipment concerns or competency issues to the appropriate manager and the Head of HR.
- Maintain personal instructor competence through continuing professional development, refresher training and awareness of updates to relevant standards, legislation and internal procedures.
- Review training effectiveness and recommend improvements to delivery methods, materials, equipment controls and trainee support.
- Support onboarding, refresher and return-to-work training where equipment operation or workplace safety competence is required.
- Contribute to a positive learning culture by delivering engaging, practical and inclusive training suitable for different levels of experience and ability.

Skills Experience and Qualification

- Proven experience delivering practical workplace training within a manufacturing, engineering, heavy industry or similar operational environment.
- Current competence and relevant instructor qualifications, or willingness to obtain instructor status, in FLT, cranes, abrasive wheels, material handling, MEWP and PASMA training.
- Strong understanding of workplace health and safety responsibilities, risk assessment, safe operating procedures and equipment competency requirements.
- Ability to design, deliver and assess both classroom-based and practical training sessions, including refresher and competency-based assessments.
- Excellent communication, presentation, coaching and facilitation skills with the ability to adapt style to suit different learners.
- Confident in maintaining accurate training records, competency evidence, course paperwork and training matrices.
- Organised and proactive, with the ability to plan training activity around operational requirements and production priorities.
- Competent user of Microsoft Word, Excel and PowerPoint to support course administration, training materials and reporting.
- Able to work collaboratively with HR, Learning & Development, Production, Maintenance, Health & Safety and operational teams.
- Recognised health and safety or training qualification would be advantageous.
- Experience of working within a regulated or safety-critical environment would be advantageous.

Qualities & Attributes

- Professional, credible and confident when delivering training to employees at all levels.
- Patient, approachable and able to encourage learner engagement while maintaining clear standards and expectations.
- Safety-focused, detail-conscious and committed to continuous improvement in training quality and workplace competence.