



**Institute of
Money Advisers®**

Assuring quality in the money advice profession

IMA Freelance Trainer

Reporting to: Operations Manager

Role Purpose: To deliver and / or write training sessions on behalf of the Institute of Money Advisers.

Hours of work: Variable

Key accountabilities

Training	a) To deliver training in accordance with specified lesson plans, learning objectives and course materials. b) To evaluate and assist in improving the effectiveness of IMA training. c) To design and develop new training courses if required.
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PERSON SPECIFICATION

1. Substantial proven ability and expertise in the current law and practice relating to money advice.
2. Ability to interpret money advice law and guidance and to communicate it accessibly to training delegates.
3. Experience of delivering face-to-face training to individuals with a range of learning needs and styles, using a range of training aids and techniques.
4. Excellent interpersonal, written and oral communication skills.
5. Ability to facilitate group learning, including effective management of people in a training environment.

6. A commitment to continued professional development including the evaluation and development of own knowledge, skills and attributes.
7. An understanding of the role of training in adult learning, including different learning styles.
8. IT proficiency, including competence in Microsoft Word and PowerPoint and use of own laptop.
9. An understanding of and commitment to equality and the positive value of diversity.
10. Ability to commit to and work within the aims, principles and policies of the IMA, including those relating to professional conduct, confidentiality, data protection and intellectual property.
11. Willingness and ability to work flexibly, occasionally outside normal working hours and to undertake regular travel, sometimes involving overnight stays, including any meetings or training relevant to the role

The above criteria will be assessed at both application and interview stage.