

Job Title: **Course Instructor**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/ EHR Manager / L & D Manager**

Date: **04/06/2025**

Position Overview:

The Course Instructor will be responsible for delivering high-quality training courses to our clients, helping them develop the skills and knowledge needed to succeed in their roles. In addition to delivering training, the Course Instructor will collaborate with our team to design and refine course materials, ensuring they remain relevant and aligned with the latest industry trends. By staying ahead of emerging practices and tools within staffing and recruiting, the Instructor will play a crucial role in empowering participants to excel in their careers and contribute effectively to their organizations.

Key Responsibilities

- Design and implement course curricula for staffing and recruiting topics.
- Deliver engaging lectures and facilitate interactive workshops for students.
- Assess and evaluate student performance through assignments, tests, and feedback sessions.
- Stay updated on industry trends and best practices to ensure course material is relevant.
- Provide mentorship and career guidance to students to help them navigate the job market.
- Collaborate with other instructors and industry professionals to enhance course offerings.
- Manage classroom activities and maintain a positive learning environment.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 3 years of experience in staffing and recruiting roles.
- Proven teaching or training experience, preferably in a classroom setting.
- Strong communication and interpersonal skills.
- Ability to create comprehensive educational materials and resources.
- Familiarity with adult learning principles and instructional methodologies.
- Strong organizational skills and attention to detail.
- Able to train the Trainers

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.