

Job Title: Freelance Presenter

Department: Professional Development

Location: Mainly London but other locations to include Manchester, Leeds, Birmingham & Scotland

Contract: Freelance

Reporting to: Resourcing & Quality Manager

Job Purpose:

1. To deliver a high standard of teaching to Professionals within a classroom environment and in the Online Classroom(where applicable also)
2. Develop and update materials as and when required.
3. Assist with In House training programmes on an ad-hoc basis

Job Background:

This role requires someone with a passion for teaching Professionals that are able provide a unique, engaging and interactive classroom experience. Delegates attending these courses are either at the start of their career or have been qualified for a number of years so strong communication skills are essential. The number of courses per year can vary dependent on scheduling but this will be agreed in advance.

Key Responsibilities:

1. Teach to a consistently high standard
2. Design and update course content (as requested)
3. Timely preparation of classroom delivery
4. Marking and feedback of student scripts to a high standard and within deadlines (if required i.e PSC)
5. Ensure all registers and feedback forms are signed and returned shortly after the course
6. Represent BPP throughout the course

Knowledge/Experience:

1. Professionally qualified and experienced in the subject area
2. Preferably training experience to other such professionals eg Lawyers / Accountants etc
3. Experience of designing courses and teaching materials

Skills:

1. Strong communication Skills with a friendly and approachable manner
2. Motivating and able to encourage participation
3. Well organised and self-disciplined
4. Ability to work under pressure and meet deadlines
5. Conscientious and reliable

Qualifications:

Must be professionally qualified and experienced within the subject area