

# Insurance Technical & Business Skills Trainer

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## About Wisser Academy

From an internal training department to an independent training provider, that has been Wisser Academy's journey and apprenticeships have and continue to be a large part of our success.

Our time as the training department of an organisation and the insights drawn from that experience is what makes our apprenticeships provision so unique. We understand the challenges and opportunities faced by employers and we reflect that in the design of all our apprenticeships programmes.

We strongly believe that apprenticeships have a great role to play in building our nation's workforce and we would like for you to join us on this journey.

## Job Description

Are you a skilled, experienced and passionate Insurance Professional seeking an exciting new opportunity to develop others?

As an experienced insurance professional, you have always enjoyed passing on and sharing your knowledge with others and helping them be their best? This is an ideal opportunity for you to do just that.

We are looking for an ambitious, driven and enthusiastic person to join our small team and help learners cultivate their skills and knowledge and reach their full potential.

## About You

- You will love helping people become the best version of themselves whilst receiving satisfaction from seeing people grow and build confidence
- You will have a Diploma in Insurance or Financial Services
- You will have worked in Insurance or within the wider financial services sector for a minimum of 2 years
- You will be decisive, good at planning and organising, solving problems, adaptable and focused on achieving goals
- Ideally you will have a relevant insurance qualification and/or a relevant teaching / training qualification

## Job Responsibilities

- Create training plans
- Develop and deliver training to apprentices
- Enrol learners onto apprenticeships programmes
- Manage and maintain learners tracking system ensuring they meet their targets
- Conduct monthly progress reviews to all apprentices – ensure all progress reports are up to date
- Ensure OneFile logs are completed and up to date (OneFile or other similar e-portfolio knowledge is essential)
- Facilitate learning, adhering to the standards of the apprenticeship program and provide meaningful and specific feedback to learners to support progression.
- Ensure all learners receive the highest quality experience in line with company expectations and external requirements

- Ensure quality standards meet the ESFA guidelines and OFSTED Common Inspection Framework
- Build long term relationships with all our existing clients and be confident enough to deal with learners/apprentices managers

#### **Job Requirements**

- **Min 2 years work experience in Insurance/Financial Services is a MUST!**
- London Markets/Lloyds insurance experience is highly desired
- Min Diploma level in Insurance/Financial Services is highly desired
- Training/coaching or teaching experience will be a great advantage however candidates with no formal teaching/training/coaching qualifications will be supported to achieve one
- Good level of IT Skills
- Excellent communication and coaching skills
- Self-reliant and able to manage own workload
- Good organisational and planning skills
- Ability to work effectively as a member of a team
- Ideally live locally
- Access to a car with a full UK driving license
- Right to live and work in the UK

#### **Benefits:**

- Performance based bonus up to a maximum earning potential of 15% of your salary
- Option to work from home (remotely) a couple of days a week, we have the technology in place for you to support, coach and engage with your learners in a high touch way, virtually