

# Interim Training and Events Coordinator – The Engineering Equipment and Materials Users Association (EEMUA)

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<b>Salary</b>	TBC depending on experience.
<b>Location</b>	Working from home with some face-to-face meetings in Central London and travel to support courses and events in the UK and mainland Europe.
<b>Job Type</b>	Interim/Maternity Cover – 12 months fixed-term contract role. Full-time and Part-time working will be considered.
<b>Category</b>	Executive (non-Management).
<b>Sector</b>	Operations.
<b>Capabilities</b>	Taking the lead in running all aspects of training courses for EEMUA. Supporting the running of EEMUA events.
<b>Job Ref</b>	ITEC.
<b>Start date</b>	Most likely is 1 <sup>st</sup> April 2024.

## EEMUA

Founded in 1950, EEMUA is an established industry association for owners and operators of process plants, power stations and similar facilities – the **users** of engineering equipment and materials. Members also include those involved in design, procurement, maintenance and other plant lifecycle activities. The Association is involved in helping Members to identify, share and communicate good and best practices, and to influence the development, interpretation and practical application of technical regulations and standards. It deals with some of the world's largest industrial companies, and its guidance is recognised as good practice by regulators and legislators across Europe, and further afield.

We are looking to recruit an Interim Training and Events Coordinator who will run our training courses as maternity cover. This is a 12 months fixed-term contract role, which will cover:

- Running all aspects of EEMUA 159 TankBasics, TankInspector and TankAssessor courses with the Head of Training and Events.
- Successful delivery of classroom, live online and blended online learning formats.
- Courses conducted in either English, Dutch, French or German languages.

- Course set-up on Learning Management System (LMS) and website calendar, Learner onboarding, in-course administration and communication, face-to-face and online examinations, certification, and recertification.
- Creation, management and issuing of all course content, including course materials, related web content, joining instructions, examination papers, and certificates.
- Setting up tutorial sessions for Learners with the course Tutors
- Liaising and communicating in a timely fashion with potential Learners, Learners booked on a course and their Tutors.
- Dealing with Learner queries including first line handling of any complaints or concerns raised.
- Ensuring course content is up to date and has been checked for accuracy and quality before release.
- Coordinating the update of course materials to ensure they are in line with EEMUA 159 Edition 6 (in 2H 2024).
- Contributing feedback to help continuously improve EEMUA's courses and events.

## Experience

We are looking for an enthusiastic training and events professional who has excellent knowledge and experience of course administration. The role will include working with the Head of Training and Events, Office Manager, Course Tutors and Assessors, and Learners from both member and non-member companies.

The ideal candidate will have the following:

- Good communication (both spoken and via email) and interpersonal skills. (Must have).
- Fluent in English (written and spoken). (Must have).
- Excellent attention to detail. (Must have).
- Experience of creating and running high quality commercial courses/exams on Learning Management Systems (LMS), ideally using Instructure's Canvas system (Must have).
- Experience of online content creation and editing, particularly course and event web pages and calendar entries. (Must have).
- Experience of operating, administering, and supporting learning courses (classroom, live online and blended online) from start to finish. (Must have).
- Willing to travel and stay overnight to start-up courses and invigilate face to face exams (UK and mainland Europe). (Must have).
- Willing to work unsocial hours when required, including occasional early mornings. (Must have).

- Experience of working in a technical organisation including setting up and running online meetings using Microsoft Teams and/or Cisco WebEx. (Very useful, but not essential).
- Experience of working with Accredible's digital certification platform. (Useful, but not essential).
- Experience of working with Proctorio's online proctoring software. (Useful, but not essential).
- Second language of Dutch, French and/or German. (Useful, but not essential).
- Experience of how a member-driven not-for-profit trade association works. (Useful, but not essential).
- Knowledge of Engineering, Industry, Chemicals, Oil & Gas, Power, Industrial Assets. (Useful, but not essential).

## Reporting and Status

This is a 12 months fixed-term contract role within EEMUA, and reports into the Operations Director.