



Recruitment of Freelance Associates

McCrudden Training is seeking to increase the number and range of self-employed Associates on our register. As part of our business growth strategy we are seeking to identify, recruit and induct new freelance Associate trainers across London and the South East.

We are interested to meet:

- **Subject matter experts:** individuals with an in-depth knowledge of a particular area (see below for our particular areas of interest)
- **People with relevant experience:** recent industry experience linked to your area of expertise
- **Confident, lively people with a genuine enthusiasm for their subject:** we are not necessarily seeking certified or experienced trainers. We can teach you all we need to know about how adults learn
- **Innovative, creative individuals with a fun personality:** we believe that laughter lubricates learning, and we use many creative and playful approaches in our learning. So our trainers need to have a great sense of humour and a playful personality. It is important to us that our activities are delivered with authenticity. We know that not everyone is comfortable in this approach, and that's why we are looking for a particular personality.

McCrudden Training has a very specific brand, as such we are not looking for:

- Generalist trainers (trainers who teach a wide range of subject areas to a basic to intermediate level)
- Experienced trainers with a strong personal view on training style (except where those trainers with a commitment to *Accelerated Learning* principles, aka '*Brain Friendly Training*')
- People who would not be comfortable using games and fun activities as a mode of teaching. We don't want to ask people to deliver a style of training that doesn't come naturally to them.

Particular areas of interest:

We are open to discussions from individuals interested in a range of training topics. However, we are particularly interested to hear from individuals with expertise in the following areas:

- Presentation skills
- Customer Service
- Volunteer Management and other topics relevant to the third sector
- Data Protection Act
- Project Management
- First Aid training and assessing (must hold a minimum of PTTLS and valid First Aid at Work certificate)

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- Safeguarding

Or any course that comfortably fits under the headings of

- mandatory training
- leadership/management
- wider soft skills training
- business related themes

Please visit our website www.mccrudden-training.co.uk for an indication of the types of training we currently provide.

Please note as a company, there are some topics that we do not offer training in. These include, but are not limited to:

- Finance
- HR
- IT/computing
- Door Supervisor or other security type training
- BIIAB Personal Licence Training
- Health and Safety for the construction industry
- Apprenticeships or key skills

McCrudden Training - who are we?

McCrudden Training Ltd is a young and vibrant training, coaching and consultancy company based in Sussex with a client base that spans the private, public and voluntary/community sector. The majority of our training work is delivered across London and the South East of England, though we have a small number of clients in other parts of the UK.

Since our launch we have worked hard to develop a strong reputation for creative, engaging and enjoyable learning for adults. It is this commitment to creativity that has led to us winning a number of awards including becoming finalists in the National Training Journal Awards.

For further information on our vision and philosophy please visit our website: www.mccrudden-training.co.uk

We are currently applying for numerous contracts and launching a number of marketing initiatives. We are seeking to expand our list of approved sub-contracting Associate Trainers/Consultants in preparation for the predicted growth in business.

Why join us?

This is a fantastic opportunity for the right people, with the right industry experience, subject matter expertise and the right personality to develop their skills and experience as a trainer. Not to mention the opportunity to join a successful and growing consultancy company as an Associate.

As part of an emerging leader in training provision, you'll have the chance to deliver workshops to some of our existing clients, and be part of the future growth of the company.

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How do I get involved and what do Associates commit to?

We believe that it's important to match the right *type* of trainer to our organisation. We have a strong brand identity in our style of training delivery, and experience has taught us that working with trainers who aren't comfortable delivering that style won't work for us, for our clients or the Associate themselves. So, we put effort into recruiting the right Associates so that we know we'll all get along! Therefore, if you're interested in joining our database of Associates there are a number of steps to go through!

Firstly you'll need to send us a CV and statement (see below). From there we'll invite a selection of trainers to join us at an assessment session. At this session we'll ask you to give us a short presentation/training activity. We'll then have a chat about our style and expectations of each other. This competitive selection process will take place on **Monday 4 November, 2013** at **Citibase, The Forum, London Road, Burgess Hill**.

If selected, and you feel you'd like to work with us, we'll provide you with an induction training day. This one day course is mandatory for all our new trainers (regardless of any previous training experience or qualifications). This ensures all our Associates have the same base level of knowledge, have experienced attending one of our courses and understand our expected delivery style.

There is no fee payable to the Associate for attending this training day, but there is no cost to Associates either, and it is mandatory before delivering training for us.

All Associates sign our Contract for Services, and provide copies of relevant paperwork.

What next?

If you're interested in applying for a position as a freelance Associate Trainer, please email:

- An up-to-date CV detailing relevant industry experience, qualifications, IT literacy, an membership of any professional bodies and details of the topics you would be interested in providing training in
- A personal statement/covering letter saying:
 - Why you're interested in training
 - Why you would like to be part of the McCrudden Training team
 - Evidence of excellent communication and inter-personal skills, particularly involving innovative approaches
 - Your experience of speaking, training, presenting or facilitating diverse groups of people
 - Any experience of delivering and assessing learners (not essential)

to director@mccrudden-training.co.uk

If you just want to have a chat about whether this opportunity might be for you, please contact us. Phone: 0845 257 5871

Closing date: 14 October 2013

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