**TRAINING MANAGER PERSON SPECIFICATION 2025**

**ESSENTIAL**

1. RYA Senior Instructor qualification
2. Computer skills – Word, Excel, email and messaging
3. Social media skills -Facebook, Instagram and others as may be appropriate
4. Inter- personal management skills ensuring the wellbeing of instructors and enabling them to progress qualifications
5. Inter-personal skills with course participants and club members to ensure the smooth running of the training centre
6. Ability to keep accurate, up to date records and filing systems
7. Attendance at KSSA meetings
8. To live within a reasonable distance of the club to enable easy access.

**DESIRABLE** – training available as deemed necessary

1. RYA Powerboat instructor qualification
2. Marketing - Powerpoint to enable presentations to interested parties e.g. schools, colleges, businesses, KSSA etc.
3. Website management using Wordpress
4. Financial analysis skills to ensure courses profitable
5. Ensuring conformity with RYA instructors code of conduct
6. Professional training skills as per RYA courses