



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

National Training Officer Role Description

Objectives

- To provide members with appropriate training in line with Motorsport UK and BMMC requirements, in a timely way.

Actions

- Liaise with BMMC National Officers and Directors as required.
- Collate and submit budget returns.
- Liaise with BMSTT regarding submissions of regional training budget requests and offers.
- Publicising BMSTT funded training events to non BMMC members.
- Liaise with other regional associations to offer support and guidance for their training activities.
- Update relevant BMMC webpages.
- Apply to be a member of Motorsport UK Training Advisory Group.
- Report to BMMC Directors on a quarterly basis.
- Identify national training needs on behalf of BMMC membership.
- Coordinate national training events including identifying/liasing with appropriate venues and providers.
- Forecast and track all costs, and co-ordinate with National Treasurer to apply for funding as appropriate.
- Oversee all necessary venue documentation (e.g. Risk Assessment, Method Statement etc.) from Regional Training Officers to ensure compliance with BMMC Public Liability Insurance cover.
- Identify and co-ordinate with appropriate Trainers to deliver the required sessions/modules to Motorsport UK requirements as necessary.
- Collate feedback and submit to National Council and Motorsport UK.
- Ensure appropriate training material is available and can be shared throughout the year.
- Attend and contribute to BMMC National Council meetings and AGM, provide reports, and complete assigned actions in a timely manner.
- Communicate to Members in person and via newsletter contributions as appropriate.
- Participate in activities to promote BMMC and member satisfaction as appropriate.
- Submit expenses promptly using National procedure.

Skills

- Must be proactive and self-motivating.
- Must be a good communicator both verbally and in writing.
- Must be familiar with Motorsport UK Grading requirements, and in particular the training elements required.
- Must be familiar with Motorsport UK Training requirements, to verify that proposed training material supplied by the Trainers is compliant.
- Must be familiar with requirements for venue hire, and be able to oversee Risk Assessments, Method Statements etc as required by the venue organiser.
- Must be familiar with the compliance requirements of BMMC Public Liability Insurance cover.
- Familiar with Microsoft Office, Word & Excel, and popular web-based conferencing facilities.

Qualifications

- Preferred to be an MSUK Registered Trainer.
- Experience of working in a training environment
- Must be a Member of BMMC.
- Must be elected to and supported by National Council.
- Must be an active or recently retired marshal.