

London Governance & Compliance Academy

<https://lgca.uk/job/freelance-professional-development-tutors/>

Freelance Professional Development Tutors

Description

The London Governance & Compliance Academy (LGCA) is seeking an experienced Business Development Manager to be based in its London, UK offices. LGCA is a learning provider specialising in the areas of governance, risk and compliance and a member of The European Institute of Management and Finance Group, one of Europe's leading providers for certified and executive education, eLearning and bespoke learning solutions in the financial sector.

The professional development tutor will be responsible for delivering Accountancy courses using the materials provided by LGCA in accordance with the regulatory requirements for continuing professional education. LGCA provides the tutor with excellent educational content; the tutor is responsible for delivering that content in a compelling and effective manner and delivering exceptional classroom experiences to Accountancy students. If the tutor also desires to write and technically review LGCA courses, such assignments are agreed upon by LGCA and the tutor. Tutors who are responsible for writing and technically reviewing courses must be subject matter experts in the area or capable of learning the material as appropriate.

Responsibilities

- On a part-time basis, travel to live course locations throughout the UK, as well as deliver webinar events from home or office location.
- Demonstrates excellent teaching skills and ability to engage students in the classroom.
- Creates an outstanding learning environment for each student.
- Keeps class on task.
- Serves as an industry expert while keeping the focus on the education content through preparation and study of the LGCA provided content.
- Addresses student questions throughout classes and in follow-up as requested.
- Runs class time schedule in accordance with course materials.
- Adheres to specific requirements as dictated, including but not limited to attendance, time schedule, and client/student concerns.
- Maintains regular communication with product line management to stay informed of scheduling, curriculum updates, location changes, and evaluation feedback.
- Maintains regular communication with product line management to communicate client/student concerns such as new course and course improvement ideas, suggestions for new training methods, course feedback, etc.
- If engaged to write and/or technically review course material:
- Demonstrate subject matter expertise.
- If engaged to write, demonstrate excellent writing skills and ability to effectively organize course content.
- Write and/or technically review course material as assigned by LGCA
- Write and/or technically review course material to meet deadlines in accordance with the schedule agreed upon between the tutor and the LGCA Accountancy production team.
- May contribute to LGCA's thought leadership efforts.

Qualifications

Hiring organization

London Governance & Compliance Academy

Employment Type

Part-time

Industry

Professional Education

Job Location

34 Lime Street, EC3M 7AT, London, UK

Date posted

January 22, 2021

- Professionally qualified and experienced within the subject area
- Preferably have training experience to other such professionals, e.g. Lawyers, Compliance Officers, Risk Managers, Accountants, etc.
- Experience of designing courses and teaching materials
- Strong communication skills with an approachable manner
- Motivating and able to encourage participation
- Well organised and self-disciplined
- Ability to work under pressure and meet deadline

Job Benefits

- A competitive remuneration package
- Performance related discretionary bonus
- Flexible working may be possible upon agreement with LGCA's management
- Other benefits will be offered to the successful candidate based on qualifications and experience

Contacts

Upload or send your CV to info@lgca.uk