TRAINING MANAGER JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians. It is a registered charity set up in 2005 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.

Job title:	Training Manager
Contract:	3-year Fixed Term Contract
Location:	Remote working
Responsible to:	Head of Operations
Key relationships:	Chief Executive Academic Dean Examinations Manager Internal Affairs Manager Communications and Public Affairs Officer FFLM and IFAS Staff FFLM Senior Officers and committees External partners and prospective training clients
Working Hours:	35 per week Monday to Friday worked flexibly as occasional evening and weekend working is required. Occasional travel in the UK required with overnight stays.
Annual Leave:	29 days per year plus statutory bank holidays

Role purpose

The Training Manager is responsible for coordinating, developing, and expanding the Faculty of Forensic & Legal Medicine (FFLM)'s external training offer and CPD training programme. The role combines operational delivery of existing training activities with the development of new training opportunities in line with FFLM's strategic priorities.

This is a proactive, outward-facing role that will scan the external environment to identify training needs, gaps, and opportunities where the FFLM can provide sector-leading solutions. Responsibilities include training coordination, stakeholder engagement, market scoping, proposal development, quality assurance, monitoring and evaluation, and support for income-generating activity.

The Training Manager will scope potential markets, consult with key stakeholders and produce a clear plan for training development that supports FFLM's strategic aims, including progress towards specialty recognition. The role will involve taking training solutions to market, working with prospective clients to shape programmes and securing additional funding where appropriate to maximise reach and impact.

The Training Manager will take operational ownership of Learning Management System (LMS) delivery and coordination, while senior staff provide strategic oversight and specialist input within their remits.

Key responsibilities

Training needs analysis and scoping

- Proactively scan the external environment to identify workforce gaps, unmet training needs, and opportunities for the FFLM to deliver value.
- Scope potential markets and sectors for training delivery, such as Sexual Assault Referral Centres, Prison Services, Custodial Settings, other health specialties such as emergency medicine/paediatrics and other relevant audiences.
- Undertake internal review of existing training and CPD opportunities, identifying areas for consolidation, improvement, and growth.
- Consult with the Academic Dean, Training and Education Subcommittee Chair, Senior Officers and stakeholders to shape the FFLM's training strategy.
- Produce a structured, costed training plan that aligns with FFLM's strategic objectives and income goals.

Training design and delivery

- Develop and deliver bespoke training for identified audiences, ensuring relevance, quality, and alignment with the FFLM's expertise.
- Build a coherent training programme encompassing both commissioned and in-house courses.
- Collaborate with subject matter experts and committees to ensure training content is evidence based and high quality.

Business development and marketing

- Actively promote FFLM training to potential clients, partners, and funders, taking a solutions-based approach.
- Work with external organisations to develop tailored training packages that meet their needs.
- Seek out opportunities for external funding, sponsorship, or partnerships to support training initiatives where appropriate.
- Liaise with the Communications and Public Affairs Officer to market training opportunities effectively, including effectively utilising social media channels.

Programme development, monitoring, and evaluation

- Take ownership of the operational and logistical delivery of FFLM's training programme, including scheduling, supplier liaison, course setup, and coordination of delivery.
- Lead on the practical implementation of the learning management system (LMS) and digital learning content, working with senior staff who provide strategic oversight and subject matter expertise.
- Establish and implement robust monitoring and evaluation protocols to track training performance, participant satisfaction, income, and impact.
- Produce regular reports on training outcomes, trends, and financial performance to inform FFLM's leadership and strategic planning.

Collaboration and alignment

- Work closely with the Academic Dean to ensure training aligns with educational priorities and supports professional development pathways.
- Liaise with the Examinations Manager to ensure training and assessments complement one another.
- Collaborate with officers, committees, and clients from potential markets to ensure training solutions reflect sector needs and FFLM priorities.

Person specification
Essential

- Experience in designing and delivering training or CPD programmes.
- Strong ability to identify forensic and legal medicine market needs and develop solutions that address gaps.
- Experience developing and managing commercially relevant training opportunities/training products.
- Experience in income-generating training or commercial course development.
- Knowledge of digital learning platforms and eLearning design. – Knowledge of LMS administration back end.
- Excellent organisational and project management skills.
- Experience in designing and implementing monitoring and evaluation processes and reporting on outcomes.
- Strong interpersonal and communication skills, including the ability to engage with senior stakeholders and prospective client institutions and learning provision partners.
- Ability to work independently, take initiative and deliver results in a small remote team.
- Confident in using social media platforms and digital marketing tools to promote services and engage target audiences.

Desirable

- Experience in health, justice, or forensic-related training.
- Familiarity with professional body or membership organisation environments.

Strategic alignment

Supports Objectives 2 and 6

- **Objective 2: Develop and deliver bespoke training and modernised learning** Leads the development and coordination of structured training programmes, including bespoke packages.

- **Objective 6: Secure and diversify FFLM's financial base** Generates income through commissioned and open-access training, expands FFLM's educational offer, and builds its reputation as a sector leader.