

**Job Title: Insolvency Tutor/Subject Matter Expert**

**Department: BPP Professional Education**

**Location: Home based (some travel required)**

**Contract: Permanent, 3 days per week**

**Reporting to: Head of Programmes, PD**

**Job Background**

BPP Professional Education is recruiting Insolvency trainers who will support the Programme Manager – Insolvency in the delivery of JIEB, Certificate in Insolvency (CII) and Certificate of Proficiency in Insolvency (CPI) qualifications. We are looking for highly motivated practitioners with a keen sense of the corporate and personal insolvency world, who are excited by the prospect of using their professional expertise to develop Insolvency careers through education.

For this role, we are interested in hearing from qualified Insolvency professionals who can teach across the JIEB, CII and CPI qualifications (or a combination of these). At least 5 years’ professional and practical Insolvency experience is essential, to enable trainers to draw on their own experiences and bring technical aspects of the training to life through their contextual examples.

**Key Responsibilities**

1. Delivery of high-quality teaching and learning materials, aligned with the relevant Insolvency qualification being taught.
2. Delivery of learner-centric, interactive training online, using our award-winning delivery platform
3. Bring professional expertise and an understanding of the current Insolvency landscape into teaching and learning.
4. Any other duties appropriate to the role.

**Role Requirements**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * JIEB (both corporate and personal insolvency)
 | * Either CPI or CII
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| **Experience** | * At least 5 years’ professional and practical experience in relevant Insolvency roles
 | * Some training or teaching experience
* Coaching experience would be desirable
* Public speaking experience
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| **Skills** | * Excellent written and verbal communication skills.
* Excellent presentation skills.
* The ability to plan, organise and prioritise workload.
* The ability to work well in a team and be collaborative.
* Commerciality.
* Self-motivation.
* Flexible to respond to the demands of the cohort during peak delivery times
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