

Your fastest way to learn. Guaranteed.



## Our company

Firebrand is a training company with a unique approach. Since 2001, we have enabled over 100,000 students to develop valuable digital skills through our accelerated training programmes, and for the last eight years have been recognised amongst the [Top 20 IT Training Companies in the World](#).

Our courses enable professional development and certification on behalf of some of the biggest names in the industry - Microsoft, Cisco and (ISC)2 among them - and are designed to keep pace with the continually changing landscape of the digital marketplace. From the delivery of our first training course to the successful business we are today, we have continued to grow and develop the products and programmes we offer.

The key to our success is the people we hire. We place great value on attracting and retaining great talent (there are several members of staff who have been with Firebrand for more than five years and some as long as 15) and great importance on differentiating ourselves from the competition. While our approach to what we do is always professional, the strong belief in our Company Code creates a working environment which is friendly and informal and most of all encouraging.

The information included in this document will give you some insight into the opportunity we have, the skills and expertise we're looking for and what it's like to work here.

We hope you enjoy this introduction to our company and to meeting the Firebrand team.

### The Role:

Admin assistant for the instructor management team.

You will be supporting the Instructor Manager and the Resources Manager who are responsible for a growing team of full-time instructors and a sizeable pool of contract instructors.

### Key responsibilities

- Assist with the recruitment and resource of instructors
- Assist with quality control measures by arranging appointments and assisting with performance reviews.
- Update Internal systems
- Electronic filing and auditing
- Events management within the instructor team
- Intercompany communication
- Processing communication from Instructors (email)
- Maintenance of contract admin.
- Any other supporting admin duties are deemed appropriate.

### Key competencies

- Excellent communication skills
- Attention to detail.
- Good time management
- Work on your own initiative
- Team player

### Working Hours

37.5hr per week (remote)

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#### **Place of Work:**

Remote with occasional days from Wyboston Lakes, Wyboston, Bedford.

#### **Salary**

£25'000 pro rata.

### **So that's Firebrand and the role but what's it really like to work here?**

#### **We're a global business**

Our head office is in London and we have offices and training centres in Europe. Our business language is English but the Firebrand team (some of whom work flexibly and remotely) together with our clients is a diverse group.

Regardless of where you're based, you will have all the tools you need to carry out your role. You'll also have a 'buddy' to help you settle in and answer any questions before you join and during your first few weeks.

Day to day communication between the teams and regions is easy... as well as regular face to face contact and meetings, you'll also get to 'see' colleagues through regular Skype/Teams calls and 'hear' what everyone has to say across the various Yammer groups. We want your thoughts and feedback too so you'll be encouraged to be an active part of the groups you're a member of.

#### **A great working environment**

First and foremost, we want you to have a rewarding career - we'll give you all the support and encouragement you need to develop and to be your brilliant self. We have a strong sense of wellbeing for everyone who works here and actively encourage a work/life balance.

You can dress casually (but please don't dress to distract!) and you can enjoy the strong camaraderie from the many events and social activities we run.

#### **What's in it for you?**

The contribution you make to the success of Firebrand's business will be recognised. You will benefit from BUPA Medical/Dental Care, our workplace Pension Scheme and Life Assurance, our Ride2Work scheme, Season Ticket Loan, up to 25 days' paid holiday (plus an extra day to support your chosen charity), time off over Christmas, an annual bonus (depending on business performance), a sabbatical rewarded for long service and access to our accelerated training.

### **Our company Code**

We're very proud of our Company Code which was built collaboratively by the whole Firebrand team. We live and breathe it every day and will expect you to do so too. As you get to know the business and your colleagues, you'll see how our code comes to life.

**Hungry** - Be successful, hit your targets and get better at what you do.

**Open** - You're open to new ideas and change.

**Care** - We care about what we do and act with honesty and integrity.

**Fun** - Work should be fun, fulfilling and exciting.

### **You can find out more about us here**

We look forward to welcoming you to Firebrand. But in the meantime, you can follow what we do and find out more about how we do it.

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Our website

<https://firebrand.training/>

<https://firebrand.training/uk/apprenticeships>

Our blog

<https://blog.firebrand.training/>

Our Facebook page

<https://www.facebook.com/firebrand/>

Our LinkedIn page

<https://www.linkedin.com/company/firebrand-training>

Our Glassdoor page

[https://www.glassdoor.co.uk/Overview/Working-at-Firebrand-Training-E1\\_IE930294.11,29.htm](https://www.glassdoor.co.uk/Overview/Working-at-Firebrand-Training-E1_IE930294.11,29.htm)

See us on Instagram

<https://www.instagram.com/explore/locations/53249150/firebrand-training?hl=en>

