Job description

Job Title	Technical Trainer (Course Manager)
Main purpose of the role	To take responsibility for creating, delivering and maintaining training course content, ensuring that content and delivery remain current, engaging, relevant and accurate. This is a Technical Trainer role known internally as a Course Manager. The Technical Trainer role offers a chance to engage with the digital forensics community, attend industry events and continue to learn with various L&D opportunities. You'll be able to develop your own advanced specialisms through research and course creation as well as being on your feet in the classroom, influencing the next generation of forensic professionals.
About the Company	Control-F is a digital forensics company offering scheduled and on-site training courses to digital forensic examiners, primarily in law enforcement
Location	This role is office-based in Wyboston, Bedfordshire
Relocation support	Relocation support is available if required
Benefits	• £41 - £52,000 gross per annum • Performance-based annual salary review • Defined contribution pension scheme • Opportunities for home working (subject to agreement) • 22 days annual leave + 8 public holidays, increasing by 1 day per year of service (up to max. of 25 days annual leave + 8 public holidays) • Flexitime • Health cash plan • Paid time off for volunteering
Reports to	Training Delivery Manager
Direct Reports	No direct reports at this time

Key Responsibilities and Deliverables	Project manage course development activities across our training portfolio, encompassing the following: **New courses** • Work with colleagues to design and develop new training courses; • Ensure that new courses launch smoothly by overseeing all stages of new course development • Undertake R&D projects to develop content for new courses • Collaborate with other colleagues and use results from their R&D projects to integrate into new course content **Existing courses** • Author and maintain training course materials • Review the content of existing training courses and prioritise necessary updates; • Oversee the smooth introduction of updates to existing training courses • Plan and deliver refresher sessions for colleagues on updates to training course content **Course delivery** • Take responsibility for ensuring that classrooms are set up ready for course delivery, i.e. correct IT and devices available • Deliver existing training course content to customers at various locations including our Wyboston offices and at customer locations
Other Responsibilities	• Maintain state of the art knowledge in the area of mobile device forensics • Source and prepare devices for use during training courses • Ensure appropriate version control of training course content
Working Relationships	This position involves working closely with: • Colleagues and trainers to identify, prioritise and complete updates to training course content • The Managing Director to ensure that new courses are delivered on time and to a high standard • The Technical Specialist to convert the results from R&D projects into new course content
Major Challenges	This is a busy and multi-faceted role which requires a wide range of skills and abilities. The successful Course Manager will be wearing a multitude of hats!
Career Progression	Opportunities for progression are available in our growing company.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	GCSE English and Maths at grade 5 (C) or equivalent Successfully completed a foundation-level digital forensics training course (mobile phones or computers)	Educated to Bachelors or Masters-level
Experience, Knowledge and Skills	Previous hands-on experience as a DF practitioner Excellent written English The ability to manage multiple ongoing work activities to ensure deadlines are met The ability to communicate clearly and confidently	Hands on use of some of the following software tools – MSAB XRY and XAMN, Cellebrite Inseyets (UFED + PA), Oxygen Detective, FTK Imager, Magnet AXIOM Delivery of digital forensics training Creation and editing of professional PowerPoint and Word documents Programming experience in Python or SQL/SQLite Reverse engineering
Personality, Character Traits and Disposition	Ability to work effectively within a small team "Can do" customer-focused attitude Good at building rapport Attention to detail	
Miscellaneous	Proof of the right to work in the UK will be checked Satisfactory references must be provided	A full clean driving license and access to own transport would be an advantage