

Job description	
Job Title	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.
About the Company	Control-F is a digital forensics company offering scheduled and on-site training courses to digital forensic examiners, primarily within law enforcement
Location	This role is office-based at Wyboston Lakes on the Cambridgeshire / Bedfordshire border (where our classroom & office space are co-located).
Benefits	<ul style="list-style-type: none"> • Competitive salary • 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	Managing Director
Direct Reports	No direct reports at this time

<p>Key Responsibilities and Deliverables</p>	<p>Project manage course development activities across the company’s training portfolio, encompassing the following:</p> <p>New courses</p> <ul style="list-style-type: none"> • 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 <p>Existing courses</p> <ul style="list-style-type: none"> • Author and maintain training course materials in PowerPoint, Word, Publisher and Google Docs • 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 <p>Course delivery</p> <ul style="list-style-type: none"> • 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 the Company’s Wyboston offices and at customer locations
<p>Other Responsibilities</p>	<ul style="list-style-type: none"> • 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
<p>Working Relationships</p>	<p>This position involves working closely with:</p> <ul style="list-style-type: none"> • 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
<p>Major Challenges</p>	<p>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!</p>

Career Progression	Opportunities for progression are available in our growing company.
Date of Preparation	4 October 2019
Date Revised	31 July 2020
2nd Revision	21 st July 2022
3rd Revision	9 th February 2023

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	<p>GCSE A-B English and Maths or equivalent</p> <p>Successful completion of recognised training courses in digital forensics</p>	<p>A-Level English</p> <p>BSc or MSc in digital forensics</p>
Experience, Knowledge and Skills	<p>Previous hands-on experience as a digital forensics practitioner, specifically with experience of MSAB XRY and Cellebrite UFED</p> <p>Excellent written English</p> <p>Clear and confident verbal communicator</p> <p>Ability to manage multiple ongoing work activities to ensure deadlines are met</p>	<p>Experience of Oxygen Detective and FTK Imager</p> <p>Delivering digital forensics training</p> <p>Creating and editing professional PowerPoint, Word, Publisher and Google documents</p> <p>Programming experience in Python, C/C++ or Java</p> <p>Reverse engineering</p>
Personality, Character Traits and Disposition	<p>Ability to work effectively within a small team</p> <p>“Can do” customer-focused attitude</p> <p>Attention to detail</p>	<p>Building rapport with others</p>
Miscellaneous	<p>Proof of the right to work in the UK will be checked</p> <p>Satisfactory references must be provided</p>	<p>A full clean driving licence and access to own transport would be an advantage</p>