



The Lead Sheet Association

Trainee or Experienced Tutor/Technical Officer

The Lead Sheet Association (LSA) is seeking to appoint a new Tutor/Technical Officer to support its small team of experts based at its Technical and Training Centre at East Peckham in Kent. This is a new role, required to meet increased demand for our services, and as a result the LSA is happy to consider employing either a trainee or fully qualified person for the position.

The LSA is looking for a person able to offer flexibility to undertake the following activities:

- Teach the lead and hard-metal courses run by the Association
- Respond to technical enquiries about the use of Rolled Lead Sheet from specifiers, contractors and property owners
- Undertake site visits to provide verbal and written comment on the condition of in-situ lead sheet and the quality of leadwork
- Deliver presentations to specialist audiences about the specification of Rolled Lead Sheet

The successful applicant will ideally already be familiar with the LSA's technical guidance in The Rolled Lead Sheet Manual and have practical experience of undertaking leadwork on-site in the construction industry. LSA will consider application from those with limited experience and will provide training, as required, to bring the person appointed up to the appropriate level of competence.

Experience in teaching/training would be desirable but LSA will also offer appropriate training to bring the successful applicant up to recognised levels of ability to hold qualifications as an Instructor and assessor.

The post will mainly be based at the LSA's Training Centre and offices in East Peckham, Kent. After initial training the post holder will also be expected to run training courses, undertake site inspections and give presentations at locations throughout the UK.

About the Lead Sheet Association

The LSA represents the manufacturers of Rolled Lead Sheet, conforming to BSEN12588:2006, across the UK and Ireland. The LSA was originally established in the 1920s to provide technical support to users of Rolled Lead Sheet. More recently its work has expanded to include promotion of the material as cost effective, long-lasting and environmentally friendly. It has also developed into the main deliverer of training in lead – and hard metals – in the construction industry.

Typically, the LSA delivers about 2,000 training days a year, responds to about 5,000 technical enquiries and makes up to 100 presentations to groups within the construction industry. The association is moving rapidly towards a position in which half its income is generated from the delivery of training and technical support to the industry.

More information about the LSA is available on our website at www.leadsheet.co.uk.

Person Specification

	Essential	Desirable
Good communicator – able to explain clearly face-to-face, in writing and on the telephone	X	
Commitment to achieving qualification as a Tutor and Assessor	X	
Good standards of literacy and numeracy (ideally GCSE English and Maths at grades A*-C or equivalent)	X	
Full driving licence and willingness to drive light goods vehicles	X	
Willingness to travel around the UK with occasional nights away	X	
Good IT skills including knowledge of MS Word, Excel and PowerPoint	X	
Knowledge about the correct use of Rolled Lead Sheet and hard metals in construction		X
Familiarity with the specifications set out in The Lead Sheet Manual		X
Experience of working in a small team		X
Live within reasonable commuting distance of East Peckham		X

Your ability to meet the criteria set out in this person specification should be detailed in the application. LSA recognises that the successful candidate may need additional training in leadwork skills, technical detailing and teaching methods.

Job Description

Reporting to Head of Training and Head of Technical Services

The post holder will be employed to undertake duties within both the Training and Technical Services Departments. It is expected that the role will involve roughly equal time in each department with the exact split being determined according to the LSA's ongoing business needs.

Training

- Teach LSA courses in lead and hard metals as set out in the LSA Training Prospectus (see www.leadsheet.co.uk/training/training-courses/ for more details of these courses) at both the LSA Training Centre and at other locations across the UK
- Assess candidates for the appropriate level of training required for their needs

Lead Sheet Association
Unit 10 Archers Park
Branbridges Road
East Peckham
Kent TN12 5HP

Or by email to richarddiment@leadsheet.co.uk

Please enclose a covering letter explaining why you would be a suitable candidate for this post, and a CV by 5pm 13 December.

LSA will contact all applicants by 16 December to advise whether they have been shortlisted. Interviews for shortlisted candidate will be held during the week commencing 9 January 2017.

Shortlisted candidates will be asked to provide two referees in advance of their interview.