

Job Title	Learning and Training Specialist
Organisation	Challenge Aviation Services
Location	Malta
Reports to	Senior Learning and Training Specialist
Position Code	CAS63
Job Purpose	<ul style="list-style-type: none"> • Design and delivery of a range of training programs and materials, including classroom, blended, and online learning formats, as well as supporting resources such as presentations and guides. • Assess training needs, define learning objectives, develop and deliver training content, and monitor the effectiveness of training initiatives to ensure learning outcomes are achieved.
Responsibilities	<ul style="list-style-type: none"> • Design and deliver engaging training programs (classroom, digital, blended, and online) using sound instructional design methodologies such as ADDIE and Bloom's Taxonomy. • Translate complex information into clear, practical, and learner-friendly materials tailored for adult learners in a corporate environment. • Develop and maintain training content, including facilitator guides, participant materials, presentations, and supporting resources. • Support training needs analyses to understand objectives and define learning goals aligned with organisational priorities. • Collaborate with managers, Subject Matter Experts (SMEs), and stakeholders to ensure training content meets business needs and standards. • Coordinate the delivery of training sessions, workshops, and learning initiatives across departments. • Support the implementation of learning technologies and digital tools where appropriate. • Administer and maintain training records, including training matrices, attendance, and completion tracking. • Provide support to learners and managers on training processes, including enrolments, scheduling, and feedback collection. • Monitor training effectiveness using evaluation tools and provide reports and recommendations to management. • Stay up to date with learning trends, methodologies, and best practices to continuously improve training delivery. <p>Manage multiple training initiatives simultaneously, ensuring delivery within agreed timelines and adapting to shifting priorities.</p>

Job Requirements	
Education	<ul style="list-style-type: none"> • Bachelor's degree in education, training, learning & development, human resources, or a related field. (MQF Level 6) • Certification in training, instructional design, or learning technologies is an advantage (e.g., e-learning development, digital learning tools, or similar).
Experience, Skills, and Personal Attributes	<ul style="list-style-type: none"> • Previous experience as a teacher, trainer, instructional designer, or learning & development professional – required. Candidates with previous corporate training experience will be given preference. • A minimum of two years' experience in designing and delivering training is required. • Any experience with authoring tools such as Articulate 365 or similar will be considered as an advantage. • Familiarity with Learning Management Systems (LMS) and training administration • Ability to create and adapt training materials • Demonstrated creativity, independence, flexibility, and problem-solving ability. • Strong team player with the ability to work collaboratively and independently. • Experience managing training initiatives or projects, particularly those involving remote teams or cross-functional collaboration, will be considered as an advantage • Strong organisational skills and attention to detail. • Strong interpersonal and communication skills, both verbal and written. • Fluent English (C1 or C2 level in writing, reading, and speaking) – required. (Candidates fluent in both English and French will be given preference)