



## PADI EMEA Job Description

**Job Title:** Instructor Development Supervisor  
**Department:** Instructor Development  
**Reports To:** Instructor Development Manager  
**Location:** Bristol, UK

**Date Last Reviewed and or Revised:** September 2019

### SUMMARY

The Instructor Development Supervisor functions as the representative for Instructor Development business with the membership. The primary role is to promote Instructor Development in the field and assist our Course Directors and ID Centre owners in increasing their ID business.

The ID Supervisor serves as PADI's direct link with membership in the interpretation of PADI standards and procedures; acts as a consultant to the membership in training, quality management and incident report related issues and is the front line person to assist the membership in understanding PADI training programs standards and philosophy.

He or she supervises and coaches the Instructor Development Co-ordinator staff, and supports the ID Manager in monitoring achievement of ID tasks, objectives and KPIs and co-ordinates and implements revisions to PADI training programs and materials.

***The role supports the four corporate primary objectives:***

- ***safe and responsible diver acquisition and retention;***
- ***member acquisition and retention;***
- ***financial prosperity;***
- ***global operational alignment.***

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Instructor Development

- Supervises ID coordinator staff
- Conducts ID events and store visits to increase ID business
- Represents ID at dive shows as needed
- Conducts member-related training as needed, such as Course Director & IDC Staff Instructor updates, Member Forums and other seminars and workshops
- Mentors PADI Pros toward CDTC
- Assists with CDTC ranking and interviews, create the CDTC web page for all programs, assist with CDTC preparation and logistics
- Tracks and monitors costs and expenses by IE against budget and reports this on a monthly basis to the ID Manager and VP, Finance & Operations
- Attends TecRec shows as needed
- Answers Instructor Development related questions from the membership
- Conducts Instructor Examinations when needed
- Conducts Dive Center Crossovers and other Business of Diving Programs

- Conducts Examiner Training when necessary
- Serves as liaison and consultant to other PADI offices on all aspects of duties and responsibilities. Provides ID related training to new staff
  - Attends TB meetings/reviews TB Live EMEA version
  - Compiles and implements revisions to PADI training programs and materials when necessary
  - Authors articles for the *Training Bulletin*, *Undersea Journal*, *Surface Interval* and other PADI publications on training and ID
  - Participates in staff meetings and attends meetings, programs and industry events as assigned
  - Reviews circulated material, forms and other information for review when directed.
  - Waivers – collates from RTCs and forwards to TDs
  - Oversees the development of MF Live and online Instructor Update

#### **EFR**

- Supports EFR Manager to achieve EFR tasks, objectives and KPIs
- Represents EFR at dive shows as needed
- Conducts member-related training as needed, such as EFRIT, updates and other seminars and workshops
- Provides support for EFR website

#### **Vocational Training**

- Develops and organises vocational training programmes for the PADI membership and public
- Liaises with Government bodies and vocational awarding bodies in the operation of vocational training
- Conducts vocational training seminars

#### **PADI TecRec**

- Represents PADI Tec at dive shows as needed
- Conducts member/staff-related training as needed, such as TecRec OC & CCR updates and other seminars and workshops/webinars
- Chairs EMEA TecRec meetings and represents PADI EMEA on the TecRec Global Review Group
- TecRec Blog & FB – Provides quarterly EMEA contributions
- Coordinates EMEA TecRec reviews

### **JOB REQUIREMENTS**

#### **EDUCATION AND/OR EXPERIENCE**

- Post-16 level qualification (e.g. A levels, HND etc)
- Minimum two years as a PADI Course Director

#### **LANGUAGE SKILLS**

- Fluency in written and spoken English. Additional language(s) are advantageous.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- The ability to write clear and concise routine reports and correspondence including technical information.
- The ability to speak effectively before groups of customers or employees of the organisation.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

- EFR Instructor Trainer and PADI Course Director required
- Examiner rating preferred
- Valid Driver's License required.
- Must have the right to work in the UK

#### **OTHER SKILLS AND ABILITIES:**

- Strong attention to detail and able to consistently meet deadlines.
- Strong commitment to serve the goals and direction of PADI.
- Ability to travel within the UK and internationally as required