

# ORGANISATIONAL STRUCTURE



**MANAGEMENT COMMITTEE**  
**Mr Richard Little (Chairman)**

## SENIOR MANGEMENT TEAM

### Training Manager - Martyn Horabin

Day to day running of the Company – Supply chain Management– Designated Safeguarding Lead (DSL) – Overall Health & Safety Report to Management Committee Staff Appraisal — Respond to Employee and Industry training demands – Company Accountancy – Quality Assurance – Internal Auditing – See Job Description for full role and responsibilities

#### Assistant Training Manager

Lee Lawson  
 (Overall responsible in Training Manager's absence)  
 1. IHT Team Management  
 2. Quality Assurance & Audit  
 3. Health, Safety Safeguarding (DSL) PREVENT  
 4. Equality and Diversity

#### Senior Driving Instructor Commercial Course Manager

David Jackson  
 1. Manage the Driver Training Team  
 2. Develop & Manage Commercial Courses  
 3. Vocation and Approved Driver Instruction  
 4. DGSA Consultant  
 5. ADR, DCPC and operator Instructor

#### Administration Manager

Jill Nelson  
 1. Manage Company Admin team  
 2. Maintenance of MAYTAS  
 3. Maintenance of paper based filing systems

#### Senior Tutor

Peter Stanborough  
 1. Training/Assessing learners  
 2. Review trainee progress  
 3. Additional Learner Needs  
 4. Functional Skills

#### General Assistant

David Gardner  
 1. Assist the Driver Training dept  
 2. Assist the IHT team  
 3. Assist the workshop technician  
 4. Carry out Premises Maintenance

#### Asst. Administrators

Capricorn Andrews, Julie Thompson & Chelsea Bell  
 1. Company administration  
 2. Maintenance of MAYTAS/SAGE  
 3. Maintenance filing systems  
 4. All customer enquiries

#### Workshop Technician

Brian Hunter  
 1. Upkeep of Training Workshop  
 2. Maintenance of LTS vehicles  
 3. Oversee workshop practice  
 4. Premises Maintenance

#### ADR/DGSA & Driving Instructor

Nick Watson  
 1. ADR Tuition  
 2. DGSA Consultant  
 3. LGV/ PCV Driving Instruction  
 4. Drivers CPC Delivery

#### LGV/PCV Driving Instructor

Ian Henshall  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### Training Officer

Keith Boak  
 1. Select/ recruit/ place learners  
 2. Review/ monitor learners  
 3. Liaison with referral agencies  
 4. Learner induction/assessment

#### LGV/PCV Driving Instructor

David Bell  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary  
 4. Drivers CPC Delivery

#### FLT/LL/LGV/PCV Instructor

Nigel Stanway  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### Training Officer

Keith Boak  
 1. Select/ recruit/ place learners  
 2. Review/ monitor learners  
 3. Liaison with referral agencies  
 4. Learner induction/assessment

#### LGV/PCV Driving Instructor

Brian Parkinson,  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### LGV/PCV Driving Instructor

Alan Hunt  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### Tutor/Assessor

Craig Mottram  
 1. Training/Assessing learners  
 2. Review trainee progress  
 3. Functional Skills  
 4. DCPC & Driving Instructor

#### LGV/ PCV Part Time Instructors

Brian Arkwright, Norman Dickinson & David Barker  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### LGV/PCV Driving Instructor

Dean Palmer  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### Operator Instructor

Ian Cunningham  
 1. All classes of material handling equipment

#### LGV/PCV Driving Instructor

Jeff Wall  
 1. All Classes of driver instruction  
 2. Presentation of company vehicles  
 3. Report any defects as necessary

#### Document Control

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 Owner M Horabin  
 Title Training Manager

Richard W Little – Chairman