

PADI ASIA PACIFIC JOB DESCRIPTION

Job Title: Regional Training Consultant – Australia/New Zealand/Pacific Islands
Department: Training & Sales
Reports To: Territory Director
Date: April 2023

OVERVIEW

The Regional Training Consultant is responsible for educating PADI members about the various features and benefits of PADI products and services, and to solicit the sales of those products and services prescriptively.

The Regional Training Consultant also serves as the direct contact to the public and membership for training and product support. The consultant plays a key role regarding the impression a member will have of PADI and its staff.

The consultant assists members in the interpretation of PADI Standards and procedures and is the front line person to assist the membership in understanding PADI, Freediver and Mermaid, TecRec, Public Safety and EFR training programs, standards, philosophy and associated products; thereby establishing these programs appropriately in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to; -

TRAINING DUTIES

- Function as primary contact person with the membership and the public in training standards and related issues, by answering written and telephone inquiries.
- Respond to member requests for regaining Teaching Status.
- Review Instructor-authored Distinctive Specialty course outlines at the Instructor and Instructor-Trainer level.
- Conduct member related training as needed, such as Instructor Update, Member Forums, Business Academy, webinars and other seminars/workshops.
- Review circulated material, forms and other information for review when directed.
- Work with Customer Relations, relative to member applications and insurance application issues.
- Participate in the CDTC Mentorship program.
- Staff Instructor Development seminars and conduct Dive Center Orientations as needed.
- Write and review articles for the Training Bulletin, Training News, The Responder and Surface Interval as well as other PADI publications and Business of Diving Webinars as assigned.
- Maintain complete political astuteness and a professional image at all times.

SALES DUTIES

- Work closely with Regional Manager in meeting or exceeding sales goals, customer consultations, order processing and order related customer service problems.
- Conduct Sales Consultation calls to profile potential new customers; determine customers business needs; design business development action plans, and to follow up on delivery of products and services.
- Follow up on action plans submitted by attendees of Business Academies and Business Development Workshops.
- Function as contact person for incoming sales orders from PADI members.
- Work in conjunction with other PADI staff to address the concerns and needs of PADI members.
- Monitor and perform against individual regional sales goals and other KPI's (certifications, individual and PRRA member numbers, pro-level certification).
- Travel/participate at local consumer shows and visit stores in assigned region.

OTHER DUTIES

- Territory Management; Develop detailed sales/marketing plans; forecast sales; manage time and work flow; create effective call plans; monitor and respond to competition; network and generate leads.
- Vocational/Tertiary Training; Provide support to the membership for enquiries on vocational/tertiary training in Australia and New Zealand.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- PADI IDC Staff Instructor or higher with the desire to continue PADI dive education.
- Minimum 2 years' experience as an active Instructor member with extensive instructional experience preferred.
- Strong sales background with proven track record and proven customer service experience.
- Dive store owner, manager, or employee (preferred).
- Relevant Tertiary Degree qualifications (preferred).
- Certificate IV in Training and Assessment or similar qualification (preferred).

CERTIFICATES, LICENSES, REGISTRATIONS

- PADI IDC Staff Instructor.
- Valid driver's license.
- Valid Passport.
- EFR, TecRec, Freediver, Mermaid, Public Safety Diver Instructor or Trainer credentials are preferable
- Current PADI membership and insurance coverage required.
- Recognized work permit/visa to work in assigned area of employment.

OTHER SKILLS AND ABILITIES

- Strong writing skills.
- Strong organizational skills.
- Strong analytical skills.
- Goal oriented.
- Ability to work with others and take directions.
- Politically astute.
- Excellent water skills.
- Ability and willingness to travel regularly.
- PC literacy in MS Word, Excel, PowerPoint and Outlook. Familiarity with Salesforce and Tableau a plus.
- A thorough understanding of PADI digital products and services and ability to answer enquiries from PADI Members and students.
- Strong commitment to serve the goals and direction of PADI Worldwide.