

PADI Asia Pacific

Job Title:	Regional Training Consultant
Department:	Field Services
Reports To:	Territory Director
Date:	01 September 2023

Overview

- 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.
- Direct contact to the public and membership for training and product support.
- Assists members in the interpretation of PADI Standards and procedures.
- Frontline 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 Trainer level.
- Conduct member related training as needed, such as Instructor Update, Member Forums, Business Academy, webinars and other seminars/workshops.
- Review circulated materials, forms and other information when directed.
- Work with Customer Relations relative to member applications, 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 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 workflow; create effective call plans; monitor and respond to competition; network and generate leads.
- 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).

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, Outlook. Salesforce or Tableau is 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.