



# Luton Airside Driving Tour Lead

## Introduction

AIRDAT is a UK based systems, training & consultancy company providing services specifically to the Aviation sector. Our products relate to the management of training, assurance, compliance, fleet and auditing. In addition, AIRDAT offers airports an array of support services.

As AIRDAT's Airside Driving Tour Lead at Luton, you will be tasked with the delivery of airside tours to ensure the knowledge candidates have gained during their eLearning course is cemented and they leave confident to operate vehicles around the airport.

At AIRDAT, it's about life-work balance. You can expect 28 days off, plus public holidays (pro-rata) and further time during the Christmas period too. The company also runs around 6 free 'activity days' throughout the year (including things like Go Karting, Off-Road Driving, Spa Day, Kayaking) - you can vote for other activities you'd like to do and you can book onto as many of these as you like (or not!) - plus our team Christmas Party.

We operate a cycle to work scheme, 'meet free Fridays' and a Private Healthcare Scheme. You'll be provided with all the equipment you need and we reserve an annual budget to help improve skills and further your development too. In addition, all team members receive a purchasing card, so no using your own funds to make company purchases. We are also planning to trial a 4 day working week later this year.

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You'll be empowered and working as part of a small, highly supportive agile team, delivering bespoke, complex systems to the aviation industry. Most importantly, we take our work seriously, but never ourselves.

Our company values are Proactive, Evolving, Confident and Supportive - these should resonate with any potential applicants.

## The Role

Airside Driver Training has changed at Luton Airport, with AIRDAT being the sole provider of this training for all airside drivers. This role will be based at Luton Airport, but there may be an occasional need to travel and cover operations at other airports.

Initially, the role will be 'zero hours' with the expectation of 15 - 20 hours per week. Your hours and days of work will be determined by your manager, and may be adjusted from time to time should demand or need require it, however, we will endeavour to keep to a consistent schedule as much as possible to allow you to maintain that balance between life and work.

Our aim is to move this role from 'zero hours' to 'part time' as the industry recovers.

In this role as Airside Driving Tour Lead you will be responsible for:

- Delivering the airside driving tours for all airside drivers at LTN
- Maintaining the AIRDAT airside driving vehicles standards and maintenance
- Printing and distributing driving permits
- Becoming a subject matter expert on everything AIRDAT and LTN.
- Keeping yourself and the rest of the training and compliance teams up to date with any operational changes on the airfield with access to OSI's and constant communications with Airfield Operations, ATC, and the industry.
- Compiling stats on training provision/course update and feedback in monthly departmental meetings
- Maintaining the tour availability and adjusting our offering depending on the demand and/or requests from customers
- Reacting to day to day operations
- Maintaining the airside driver medical appointments procedures and availability and adjusting our offering depending on the demand and/or requests from customers
- Maintaining a positive relationship with our airport partner, end customers & the extended AIRDAT family

You will be required to report into the Training & Compliance Director. There will be a need to self manage whilst maintaining our company culture & values. The role will have a strong focus on improving driving standards and reducing the incident rates at LTN. In addition to the day to day tours, you will work with your manager to introduce new working groups, initiatives and campaigns to increase airside safety standards.

Applicants must be able to demonstrate that they are proactive, confident, work well with others, have exceptional customer service skills, are good decision-makers, highly organised & self-motivated, reliable and can work under their own steam unaided.

## Role requirements

### Required

- Experience in the aviation industry
- Minimum 3-year experience in Airside Driving
- Minimum 1-year experience in Airside Driving at LTN
- Full UK driving licence - D1 Minibus licence
- Current CPC
- Experience in customer service based roles
- Good time management and organisational skills
- Excellent written & verbal communication skills.

- Proficient computer skills
- Superb interpersonal skills, including the ability to quickly build rapport with customers
- A good team player
- Able to work comfortably in a fast-paced environment.

## Desirable

- Full Valid LTN Airport ID
- Current GSAT and CRC
- Educated to higher education level, or equivalent experience
- Experience in training based roles
- Compliance based experience
- Training qualifications - RTITB, PTTLS (or equivalent)
- Experience with ground handling

## Salary

Salary will be discussed on the offer of employment and may depend on experience and qualifications, but you can expect between £15 and £20 per hour. Annual performance reviews will be carried out with your manager.

## Applying & more information

To apply for this position please email a copy of your CV and a covering letter/email to [chris.harvey@airdat.org](mailto:chris.harvey@airdat.org) inserting the job title into the subject line. More information on AIRDAT can be found at [www.airdat.org](http://www.airdat.org)