

**Tim Carpenter**

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**Personal Summary**

An experienced, enthusiastic and professional Human Resources Manager with a passion for the development of individuals and team. Successful track record in Learning and Development and Training Management, specialising in leadership and personal development, training design and delivery as well as being highly experienced with broader staff management issues. An empathetic and effective coach and mentor, able to deliver optimal solutions that enable and accelerate staff development. A team player, able to work with teams to ensure solutions are fully understood and implemented to achieve maximise results. Equally capable of working as an individual to tight deadlines.

**Key Skills**

Human Resource Management  
Training Specialist  
Learning and Development  
Coaching and Mentoring  
Leadership Development  
Trauma Risk Management and Resilience Practitioner/Team Leader/Instructor  
Workplace Stress Management and Mental Health Awareness Facilitator

**Qualifications**

Level 5 Management of Trauma Risk  
Level 3 Certificate Coaching and Mentoring  
Diploma Human Resource Management  
Diploma Business Management  
Bachelor of Arts: Further, Adult and Higher Education  
Level 5 Diploma in SEN  
Level 5 Diploma Teaching Assistant

**Professional Experience**

**Royal Air Force Fulltime Reservist – Human Resources Manager**

**Aug 2019 – Apr 2025**

**Personnel Planning and Establishment Management**

- Oversee reviews and apply variations to manning levels and establishment distribution for 3 separate departments within the Defence School of Communications and Information Systems.
- Conduct Internal Validation data analysis of post training questionnaires covering a wide spectrum of course delivery of British Military training.
- Conduct analysis and write reports covering staff satisfaction surveys for all civilian staff and their line management.
- Act as the lead for employee engagement for 3 disparate sites ensuring a positive work culture is maintained and any employee issues are addressed in an appropriate and timely manner.

**Teaching Assistant – Silverline International School**

**Apr 2019 – Aug 2019**

- Act as teaching assistant for the Year 6 teacher, stepping in to deliver lessons as and when the teacher was called away to act as Deputy Head of the school.
- Deliver Additional English Language training to selected students in need of further tuition.

**Royal Air Force – Human Resources Manager**

**Oct 2002 – Jan 2019**

**Training Delivery and Evaluation:**

- Training delivery of subjects covering eLearning Design and Development, Train the Trainer, Leadership Development and all aspects of Training Needs Analysis.
- Evaluating training courses, and instructor monitoring. This evaluation led to changes which enhanced the delivery of the courses. Developed feedback and mentoring programmes designed to cater for individual needs.
- Carried out individual department Training Liaison Visits to conduct evaluation on the effectiveness of any in-house training.

**Training Design and Development:**

- Working in the Defence Centre for Training Support's Learning Technologies department, created a blended approach to the Introduction to eLearning course for all MoD personnel.
- Developed tailored Leadership Development programmes specific to individual and organisational needs.

**Training Consultancy:**

- Working in the Training Analysis Centre for the RAF, provided training consultancy advice for all trades in the RAF ranging from initial job analysis, up to advice in the production of course material using the Defence Systems Approach to Training.

**Recruitment and Selection:**

- Involved in the recruitment of staff from role justification up to and including selection and interviewing of candidates.
- Successful onboarding of new members of staff; providing appropriate induction and mentoring programmes tailored to suit the individual and departmental needs.

**Staff Appraisals and Reviews:**

- Responsible for up to 30 staff; involved in writing mid-term and annual appraisals and subsequent de-briefing of staff.
- Involved in the development and implementation of mentoring programmes for staff not at the required standard, offering these employees the opportunity to continue to develop professionally.

**Continuous Improvement:**

- Led continuous improvement workshops to investigate possible improvements to individual departments.
- Organised and facilitated workshops for all staff affected to gain feedback and 'buy-in' of proposed changes.

**UK Civil Service**

**May 1999 – Oct 2002**

**Instructional Officer**

- Delivery of Basic Engineering training to RAF aircraft tradesmen including Corrosion Prevention Measures, Basic Engineering Hand Skills theory and practical and Basic Engineering math's skills.

**Royal Australian Air Force**

**Oct 1982 – Jan 1998**

- Progressed up to Quality Assurance, Trade Manager and Tradesman as an Avionics Technician (Weapons and Egress Systems) on a variety of aircraft used by the Royal Australian Air Force.

**Other**

Full Member of the Cyprus Human Resource Management Association.  
Full Member Institute for Training and Occupational Learning.  
Permanent Residency of the Republic of Cyprus MUKW3 - 55134314