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Regional Training Manager

Location: Johannesburg, Gauteng — role may be based anywhere in South Africa

Reporting to: Training Director

Department: Training

Employment Type: Full-time

Position: Urgent Appointment

☆☆☆ **NON-NEGOTIABLE REQUIREMENT** ☆☆☆

MORE THAN 10 YEARS' SPECIALIST EXPERIENCE

Applicants **MUST** have more than 10 years' specialist experience in Occupational Health and Safety, specifically within the First Aid training environment.

This is an absolute and non-negotiable requirement for this position.

Applicants who do not have **MORE THAN 10 YEARS** of relevant specialist Occupational Health and Safety and First Aid training experience will **NOT** be considered for this role and will **NOT** be invited for an interview.

NO EXCEPTIONS WILL BE MADE TO THIS REQUIREMENT.

APPLICATION & INTERVIEW TIMELINE

This is an urgent position and the organisation intends to move quickly with the recruitment process.

* Applications close: Close of Business, Tuesday 25 August 2026

* Interviews commence: Wednesday 26 August 2026

* Interview dates: Wednesday 26 August 2026, Thursday 27 August 2026 and Friday 28 August 2026

* Appointment: As soon as possible following the interview process

Applicants are encouraged to submit their applications as early as possible. Late applications may not be considered.

1. Position Purpose

The Regional Training Manager will be responsible for the effective management, growth and profitability of the organisation's training operations, with particular focus on First Aid, Occupational Health and Safety, Firefighting and related training programmes.

The role combines training operations, sales management, administration, compliance, pricing, staff management and business development.

The successful candidate will manage the training sales and administration team while also carrying an individual sales target and contributing directly to the overall team target.



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2. Key Responsibilities

Training Operations & Compliance

- * Manage and oversee the delivery and administration of training programmes.
- * Ensure training operations comply with all applicable South African legislation, regulations and industry requirements.
- * Maintain an extensive working knowledge of:
 - * First Aid training requirements;
 - * Occupational Health and Safety training;
 - * Firefighting training;
 - * Relevant SETAs and their requirements;
 - * QCTO requirements and processes;
 - * Relevant accreditation, registration and certification requirements.
- * Ensure training records, learner documentation, certificates and administrative processes are properly maintained.
- * Keep abreast of changes to legislation, SETA requirements, QCTO requirements and other applicable regulatory developments.

Sales & Business Development

- * Manage the training sales and administration team.
- * Drive new customer acquisition through structured outbound sales and cold calling.
- * Drive customer retention and renewal sales.
- * Develop and monitor sales pipelines and conversion performance.
- * Ensure the team consistently achieves its monthly training targets.
- * Personally contribute to sales through an individual monthly target.
- * Identify opportunities to increase revenue through additional training services and existing customer relationships.

Pricing & Profitability

- * Understand the economics of training delivery and ensure courses are priced appropriately.
- * Understand minimum and maximum viable class sizes.
- * Understand the relationship between class size, trainer costs, venue costs, learner costs and other operational expenses.
- * Ensure training is priced to achieve appropriate margins and profitability.
- * Assist the Training Director with pricing strategies, discounts and commercial decisions.

People Management

- * Manage, motivate and develop sales and administration staff.
- * Set clear individual and team performance expectations.
- * Monitor staff performance against agreed targets and KPIs.
- * Address staff performance issues, disciplinary matters and operational challenges appropriately.
- * Provide coaching and support to improve sales performance.
- * Foster a professional, accountable and customer-focused team culture.

Reporting



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Report directly to the Training Director and provide regular reporting on:

- * Sales performance;
- * New customer acquisition;
- * Customer renewals;
- * Individual and team targets;
- * Pipeline performance;
- * Training volumes;
- * Revenue and profitability;
- * Staff performance;
- * Operational and compliance matters.

3. Minimum Requirements

☆ **NON-NEGOTIABLE**

MORE THAN 10 YEARS' SPECIALIST EXPERIENCE IN OCCUPATIONAL HEALTH AND SAFETY WITHIN THE FIRST AID TRAINING ENVIRONMENT.

In addition, the successful candidate must have:

- * Minimum five years' experience working within a registered/accredited training environment.
- * Demonstrable experience in First Aid and/or Occupational Health and Safety training.
- * Extensive practical knowledge of the South African SETA environment.
- * Strong working knowledge of QCTO requirements and processes.
- * Thorough understanding of the regulatory and legislative environment applicable to First Aid, OHS, Firefighting and workplace training.
- * Proven experience managing sales and/or administration personnel.
- * Proven experience in business development, customer acquisition and retention.
- * Strong understanding of training pricing and profitability.
- * Experience managing targets and measurable KPIs.
- * Excellent communication, organisational and administrative skills.
- * Strong commercial awareness and understanding of margins and profitability.

4. Advantageous Experience

- * Experience managing a national or regional training operation.
- * Experience with QCTO-accredited programmes.
- * Experience dealing directly with SETAs, QCTO and other regulatory bodies.
- * Experience using CRM, ERP or training management systems.
- * Experience managing high-volume outbound sales teams.
- * Existing relationships within corporate training, OHS or events sectors.
- * Experience in First Aid, Firefighting, OHS and related compliance training.

5. Key Performance Areas

1. Training revenue and profitability
2. Achievement of team sales targets
3. Achievement of individual sales targets
4. New customer acquisition



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5. Customer renewal rates
6. Sales conversion and call activity
7. Team performance and staff management
8. Training administration and operational efficiency
9. Regulatory and compliance standards
10. Customer service and retention

6. Commission Structure

- * On-target commission: R2,500 per month when the agreed monthly target is achieved.
- * Additional commission: R200 for every additional 5% achieved above the monthly target.
- * Commission will be calculated in accordance with the applicable organisational commission rules.
- * The Regional Training Manager will have both a team target and an individual sales target.

7. Core Competencies

- * Commercial and financial acumen
- * Strong leadership and people-management skills
- * Excellent sales ability
- * Strong negotiation skills
- * Regulatory and compliance awareness
- * Analytical and problem-solving ability
- * Target-driven and results-oriented
- * Excellent communication skills
- * Strong organisational and administrative capability
- * Ability to work independently and take ownership
- * Ability to operate effectively in a fast-paced training environment

8. Role Summary

This is a hands-on management position, rather than a purely administrative management role.

The Regional Training Manager will be expected to lead the team, manage operational and staff matters, drive sales and renewals, personally generate business, understand the commercial profitability of training and ensure that training activities remain compliant with South African regulatory requirements.

The successful candidate will play a key role in growing the training division while ensuring that growth is commercially sustainable, operationally effective and compliant.

Role Details

Reporting Line: Training Director

Geographical Scope: South Africa

Primary Focus: Training Operations | Sales | Renewals | Compliance | Profitability | People Management



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 IMPORTANT

This is an urgent appointment. Applications close at Close of Business on Tuesday 25 August 2026, with interviews commencing on Wednesday 26 August 2026 and continuing on Thursday 27 August 2026 and Friday 28 August 2026.

Only candidates who meet the non-negotiable requirement of MORE THAN 10 YEARS' specialist OHS experience within First Aid training will be considered for interview.