

TRAINING ADMINISTRATOR JOB DESCRIPTION

The job description does not form part of the contract of employment

Salary: SCP 7 – 9
Hours: 35 per week
Reports to: Learning and Development Officer

Job information

Training is fundamental to Community Options capacity to fulfil its mission; “to enable people with mental health needs to work towards recovery and lead valued lives in the community.”

Learning and development for trustees, staff, service users and partners is essential if the organisation is to remain healthy and grow.

Role Description

As part of the training and consultancy team to provide effective administrative support to ensure statutory and core training is delivered to support the delivery of the business plan.

Job Purpose

To ensure that training is planned, implemented and effective, meets business objectives and training budget and activity is monitored.

Main Functions

- 1 To maintain the internal training budget records, including committed expenditure. To process payments in line with policy and procedure.
- 2 To ensure training records are maintained, both manual filing and electronic. To provide reports and data analysis as required.
- 3 To instigate the annual Training Needs Analyses and maintain the records
- 4 To coordinate the production of the training plan
- 5 To monitor participant's progress on the NVQ programme to ensure people complete within the timescale and are offered any necessary additional support. To report any potential problems to the Learning and Development Officer.
- 6 To identify sources of training and book agreed training
- 7 To maintain links and positive relationships with training suppliers
- 8 To organise in-house training provision and induction
- 9 To support the team and other trainers in the organisation in the preparation of training materials, PowerPoint presentations and printing

- 10 To promote training opportunities and maximise attendance and return on investment in training
- 11 To identify and utilise all external free training sources
- 12 To identify sources of funding and make grant applications
- 13 To assist managers to evaluate training
- 14 To support line managers to comply with the Performance Learning and Development policy and the procedures
- 15 To prepare a quarterly evaluation report for the Personnel Sub Committee
- 16 To provide an administrative service to training and consultancy projects
- 17 To assist with marketing and promotion activity for Training and Consultancy services and projects

The postholder will undertake any other duties that are relevant/appropriate to the post.

This list is not exhaustive and may be added to or amended.

Key Outputs

Training Needs Analyses
Training Plan
Budget monitoring
Information about relevant training opportunities
Induction programmes
Quarterly training report
Maximised attendance at booked training
High quality training materials

TRAINING ADMINISTRATOR -PERSON SPECIFICATION

The person specification is a statement of the minimum standards required for the post to be performed at a reasonable level.

When completing the application form it is advisable to show how you have met the criteria, rather than simply stating that you have done so. For example, rather than stating "I have good verbal and written communication skills" you might state "I have made presentations on a number of occasions, regularly produced written reports" and so on.

Experience	Essential	Desirable
Experience of Training Needs Analysis		•
Experience of arranging training		•
Experience of working in social care		•
Skills and qualities		
Ability to write clear reports	•	
Ability to work on own initiative and demonstrate the ability to organise own workload and set priorities	•	
Ability to use the computer to produce reports, presentations and relevant documentation	•	
Ability to communicate effectively with partner organisations, customers, trustees, colleagues and service users	•	
Understanding and knowledge		
Knowledge of how to construct a training plan		•
Knowledge of training providers		•
Understanding administrative systems and monitoring including spreadsheets	•	
A respectful attitude to differences and diversity	•	
Key competencies		
Team and partnership working	•	
Developing meaningful relationships with people and supporting them to develop relationships with others	•	
Commitment to high quality service and continuous improvement	•	