



Training Coordinator

Job title:	Training Coordinator
Responsible to:	Head of Peer Services
Hours of work	Part Time – 25 Hours per week, Monday to Friday
Duration:	Permanent
Location:	Home based with one day per week in Banbury

MAIN PURPOSE OF THE ROLE

- To provide administrative support to the Head of Peer Services, self-employed Trainers, external training purchasers, PAC-UK/AUK offices and staff regarding Peer Training.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure all documentation for training events is up to date. Instruct purchaser invoices and follow up any other documentation required for each workshop/programme.
- Carry out the required duties in respect of evaluation, summary reporting and feedback to purchasers.
- To regularly communicate with Trainers concerning sales of training events along with other PAC-UK/AUK information as required.
- To check and process trainers' expenses and invoices.
- To work within agreed budgets for training events and track relevant income and expenditure.
- To manage copying, collating and dispatch of trainer manuals and training events materials as required in a timely manner.
- Coordinate with PAC-UK/ Adoption UK Communications team to develop appropriate marketing strategies to promote training events.

- To meet or speak via the telephone on a regular basis for an update with the Head of Peer Services.
- To provide administrative support in the update of training event materials.
- To seek and identify opportunities for improving administrative processes and procedures.
- To assist with the compilation of the training teams' policies and procedures and centralise final versions.
- Assist HR with the procedure of appointing new Trainers and providing training information once appointed.
- To carry out any other duties at the discretion of the Head of Peer Services, subject to time, commensurate with salary and by agreement with the post holder.
- Comply with PAC-UK's/Adoption UK's policies and promote equal opportunity and anti-discriminatory practices.

This job description is a guide to the nature of the work required and may involve other such duties as deemed necessary by the Organisation. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post-holder at significant points for the Organisation.

Print Name Employee.....
 Signed Employee.....
 Date.....

Print Name Manager.....
 Signed Manager.....
 Date.....