

## JOB DETAILS

Job title: **Training Coordinator**  
Reports to: Operations Manager, Strategic (Smart Play Network)

### OVERALL FUNCTION

To support the planning, organising, development and delivery of Smart Play Network's (SPN) portfolio of training courses. The position is based at SPN's office in Edinburgh (Leith), travel and occasional overnight stays elsewhere in Scotland will be necessary.

### SALARY AND HOURS OF WORK

A salary of **£21,850** (pro rata) per annum will be paid monthly by bank transfer, usually on or around the 25<sup>th</sup> of the month.

This is a **part time post (21 hours)**. Some weekend or evening work may be required from time to time.

The post will be offered as a fixed term contract for until **31<sup>st</sup> March 2020**. Continuation of this post will be decided by the Board of Trustees based on success of the overall training programme and delivery of outcomes.

### PERSON SPECIFICATION

#### *Essential criteria*

- An excellent standard of oral and written English
- Previous experience of organising events or training courses
- Previous experience of marketing training courses or events
- Excellent understanding of play and its benefits
- Ability to work under pressure and meet deadlines
- Ability to manage own workload, use initiative and prioritise tasks appropriately
- Confident in verbally presenting information
- Experienced and competent IT skills (Microsoft Office suite)
- Good administrative and organisational skills
- Full UK driving licence
- Ability to travel and work flexibly

#### *Highly advantageous criteria*

- Knowledge and experience of the voluntary sector
- Experience delivering play based training
- Experience of developing play based training courses
- Experience of training course delivery
- Experience of working with children in a play based setting
- Experience and understanding of using social media and updating website content
- A creative and innovative approach to training
- A good understanding of budgeting and costing

## **KEY TASKS & RESPONSIBILITIES**

### Development

- Become familiar with, and ongoing updates, of our existing portfolio of courses.
- Work with the overall SPN team but take the lead on developing training marketing plan (flyers, leaflets and mechanisms to advertise courses).
- Promote to, meet and liaise with potential clients.

### Planning

- Support the planning of the annual training courses to meet specified objectives relating to income generation, targeted needs and in line with new initiatives and developments within the play sector.
- Manage all pre-course planning including identifying venue, marketing, participants and course materials and booking in trainers (from our bank of trainers).
- Co-ordinate the collection of scrap materials for loose parts play course (Play in a Pod).

### Budget management

- With support of your line manager, provide costings to external organisations on delivery of bespoke training.
- Work alongside SPN's administrator to manage training courses invoices and income.

### Running the courses

- Ensure all course materials are checked and delivered to the venue on time.
- Ensure that the trainers have all the information in advance of the course.
- Support, shadow and lead on occasions, the delivery of a training course if cover is required.
- Hold standardisation meetings with our bank of trainers to ensure consistency and discuss challenges, successes and solutions.
- Co-ordinate SPN staff and volunteers in relation to training support and delivery.

### Other duties

- Liaise with donors of scrap materials and loose parts for collection for Play in a Pod training.
- Carry out other duties as required to support the overall aims and objectives of SPN.
- Attend conferences, meetings and events where time and budget allows to promote our training courses and SPN in general.
- Manage the collation of evaluation data, statistics and produce reports accordingly.

## **SUPERVISORY RESPONSIBILITIES**

The post holder will supervise any volunteers or interns employed as assistants to the Training Officer.

## **SUPERVISION RECEIVED**

Regular support and supervision meetings will be arranged with the Operations Manager. On a day-to-day basis, support is available in the office within the overall team and managers.

## **MONETARY RESPONSIBILITIES**

None

**OTHER RESPONSIBILITIES**

In common with all SPN staff, the post holder will be expected to work in accordance with the aims of the SPN, and to observe the policy and procedures set out by the Chief Executive of the Charity.

The post holder will be expected to act in accordance with SPN's Equal Opportunities Policy.

It is expected that the post holder will uphold SPN's non smoking work policy.

The post holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.