

Job Description



Job Title:	Training and Projects Co-ordinator
Location:	Blended – Home and Perth Office based
Reporting to:	Cruse Scotland Chief Operating Officer
Hours:	35 hrs per week
Salary:	£22,000 plus 6% contribution to pension

Purpose of the Role:

To provide support to the Senior Management Team, including Chief Operating Officer, National Training Manager and Volunteer Development Manager

Aim of the Role:

This role will help to enable growth within the external training team and to support the continued development of the internal training team and project development.

Profile:

This is an exciting opportunity for a highly organised individual with strong attention to detail, and robust IT and communication skills. They will be confident organising their own workload with often conflicting priorities.

This job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties. It is recognised that jobs change and evolve over time.

Key Functions and Responsibilities:

External Training

- Respond to, and liaise with, a wide range of external training customers
- Provide admin support to the National Training Manager and freelance Training Team as required
- Co-ordinate ongoing communication and support between Training Team members and their contact with external clients
- Organise our external training programme as directed by National Training Manager and colleagues
- Arrange training venues and/or the use of digital platforms for training delivery

- Prepare materials for training delivery, including visual presentations and utilisation of apps (such as Padlet)
- Collate and share feedback from training courses
- Support the promotion and marketing of our external training programme

Internal Training

- Respond to all new enquiries from potential volunteers to all roles
- Provide support to the Volunteer Development Manager as required for internal training
- Arrange core training for a range of volunteer roles in line with annual training calendar
- Co-ordinate and arrange interviews for new volunteers with members of wider staff team
- Be responsible for the creation and management of Eventbrite bookings for volunteer workforce CPD
- Prepare and collate feedback from volunteers for internal training courses
- Organise and attend quarterly meetings of Training Team members

Development

- Provide support to Chief Operating Officer to aid the delivery of a wide range of projects
- Research and create a calendar of Volunteer Awards/Recognition and support the ongoing application of these

Other Tasks

- Prepare and collate client evaluations for the purpose of evaluating client services
- Undertake any other duties or tasks which may be reasonably considered within the remit of the post.

Person Specification and Profile

Skills and Qualities	Essential	Desirable
Excellent Communication Skills (for a wide range of contacts)	✓	
Excellent Organisational Skills	✓	
Excellent IT skills	✓	
Excellent Multi-tasker	✓	
Excellent Team worker	✓	
Can do attitude	✓	
Personable	✓	
Caring	✓	
Professional	✓	
Ability to Prioritise	✓	
Preferable but not essential		
Creative		✓
Marketing		✓
Experience of working in the Third Sector		✓