**ROLE DESCRIPTION**

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| Job Title: | Training Team Administrator x2 |
| Division: | Social Enterprises |
| Department: | Age Inclusive Communities and Workplaces |
| Location: | Edinburgh (Causewayside House) and home working (blended working) |
| Geographical Focus of Role | Scotland  |
| Contractual Status of Role:*Indefinite or fixed term* | Fixed term through to 31/03/2024 with possible extension thereafter (subject to funding) |
| Hours: | 2 x 21 hours per week covering Monday-Thursday*No workshops will run before 9:30am* |
| Job Title of Line Manager: | Training Team Leader |
| Job Titles and number of any direct reports  | Varying numbers of volunteers and sessional workers |
| Salary Scale: | £23,100 pa pro rata |
| Job Purpose: | * To coordinate all the administration and support required to run Age Scotland training workshops both in the community and the workplace.
* To provide support as required to the community and workplace teams but take a lead role in a specific area of training
* Lead in the recruitment and engagement of volunteers, guest speakers and participants.
* Support, motivate & provide feedback to sessional speakers and volunteers.
* Collate & produce appropriate project monitoring and evaluation.
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| Main Responsibilities/Deliverables: | * Review and update administration processes which support the successful running of training workshops ensuring the participant experience is high impact.
* Identify and book accessible venues for all face-to-face events and liaise with the host regarding room requirements for in-house events.
* Provide Technical Support for virtual workshops where required.
* Provide ad hoc support for project specific events such as dementia consultation events or Age @ Work Employer Networking meetings.
* Ensure all packs/ materials are collated and despatched to the venues in advance of the workshop (including checking they have arrived).
* Liaise with volunteers, guest speakers, participants and venues as appropriate to ensure the event runs as planned.
* Manage the collation of evaluation evidence.
* Maintain all system records such as Charity Log, the administration platform, Teams / Zoom and Moodle.
* Any other ad hoc administrative tasks as required.
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**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| Experience | Extensive experience of administrative support within a specialised area.Substantial experience of arranging all aspects of meetings and eventsDelivery of high-level customer service Producing and running management reportsExperience of collecting data for evaluationCommunicating clearly with a wide range of audiences | Working with or supporting people with dementia and their unpaid carers |
| Knowledge / Skills | Ability to build relationships with internal and external contactsMaintaining and updating processes and databasesUnderstanding of confidentiality and data protectionUnderstanding of how communications and meetings can be made accessibleStrong IT skills, including knowledge of Microsoft Office (Word, Excel, Power Point, Outlook, Teams), Zoom, the internet and databasesAbility to work well under pressure Excellent organisation and planning skillsAbility to organise own workload and meet deadlines.Ability to interact with a wide range of peopleWell-motivated and proactiveExcellent at problem solving and able to use own initiative | Familiar with Charity Log (database) or similar Management Information SystemsExperience of on-line conferencing platformsAbility to develop and maintain high quality systems for the management of information and data reporting Awareness and understanding of social media platforms such as Twitter and Facebook |
| Qualifications | Educated to secondary Higher level | Relevant qualifications in Administration or similar |
| Additional Requirements | Flexibility, integrity and an understanding of confidentiality.Adaptable with the ability to react to urgent matters as they arise.An understanding of and commitment to equal opportunities.Commitment to working alongside and supporting volunteers.Willingness to work from the Edinburgh office when required (NB, travel costs from home to the office will not be reimbursed by Age Scotland).Employees are expected to have a suitable home work space with a good broadband connection for occasional home working.Employees enrolled in Multi-Factor Authentication (MFA or 2FA) will be expected to install and maintain the Watchguard app on either their personal or work mobile device.Commitment to the aims and vision of Age Scotland and an ability to demonstrate our values (**Empowering**, **Inspiring, Inclusive and Integrity)** in your work This post will require some travel within Scotland and occasional overnight staysEmployees are expected to undertake any and all other reasonable and related tasks allocated by their line manager. |  |