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|  | **Glasgow Council on Alcohol**2nd Floor, 14 North Claremont StreetGlasgow G3 7LE0141 353 1800 |

# JOB DESCRIPTION

**JOB TITLE:** Training Co-ordinator

**SALARY:** GCA Salary Grade 5 £22,185 – £24,225

**HOURS:** Full time - 35 hours per week (including Saturdays and evenings).

**Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate.**

**GCA deliver services over 6 days per week**

**MAIN FUNCTION/RESPONSIBILITY**

The Training Co-ordinator will support the Course Director and Course Tutors to implement all aspects of the Diploma course delivery and provide a liaison contact for student enquiries. The Diploma in Integrative Counselling is a 2-year course, credit rated at SCQF level 10 by the University of the West of Scotland, with initial validation from COSCA.

In addition the Training Co-ordinator will carry out a range of administrative and IT- related tasks across the Organisation. The Training Co-ordinator will deputise for the Office Manager and will assist with the organisation and supervision of all administrative activities and will line manage administration staff and administration volunteers in their absence.

**Reporting Relationships**

The Training Co-ordinator reports to the Office Manager.

**Key Result Areas**

Diploma

1. To provide administrative support to Course Director and Lead Tutors.
2. To support the development of good administration systems to support students in their learning.
3. To develop mechanisms for ensuring good communication with Diploma Students.
4. To be a point of contact between Diploma Students and the Diploma tutorial team.
5. To publish schedules essays and coordinate oversight of assignment submissions.
6. To contribute to the creation of Diploma Policies and Procedures, including maintenance and updating of the course handbook.
7. To ensure website content and any social media content is accurate and up to date.
8. Attendance at Team Meetings.
9. To engage with students via the Moodle forum on the learning support platform informing them of deadlines and issuing guidance on systems and processes.
10. To work alongside the course administrator to coordinate tutors’ input, allocating marking schedules and ensuring 1:1s are scheduled and carried out.
11. To take responsibility for monitoring content on Moodle, liaising with Lead Tutors and Tutors and ensuring it has been updated across the different year groups and ensuring materials in a variety of format are uploaded.
12. To coordinate good record keeping and systems including attendance, 1:1 recording, skills observation feedback, assignment extensions requests etc.
13. To contribute to and collate the Monitoring and evaluation of training.
14. To liaise with key stakeholders, including the University of West of Scotland, COSCA and SAAS amongst others on behalf of the Diploma Team.
15. To respond to enquiries from prospective students.
16. To monitor applications for new students and schedule interviews in liaison with course team.
17. To lead administration of all onboarding for students, including PVG, reference and other required paperwork.

General

1. Deputise for the Office Manager and in their absence be responsible for the day to day running of the office and management of the admin team.
2. Being flexible and adapting the role to cover any requirements including assisting in making sure reception is covered.
3. Participate fully as a member of GCA Team and contribute to its development.
4. Carry out any other duties as required by the business.

  

# PERSON SPECIFICATION

**SENIOR ADMINISTRATOR**

**E = Essential D = Desirable**

**QUALIFICATIONS**

* + Qualification in Office Administration / IT D
  + Certificate in Personnel Practice D

# SKILLS

* + Good written and verbal communication skills E
  + Good interpersonal skills E
  + Ability to prioritise a varied workload E
  + Planning and co-ordinating skills E
  + Time management skills E
  + Administrative and IT skills E

# EXPERIENCE OF

* + Working in an office environment E
  + Working with the public E
  + Working with volunteers D
  + Management of staff D
  + Minute taking D
  + Administration requirements of Training programmes D
  + Reviewing and improving process D
  + Working with social media D
  + Sage accounting software D

# PERSONAL ATTRIBUTES

* + Proactive attitude E
  + Works well under pressure E
  + Non judgmental attitude E
  + Self-directed E