



Job Description



JOB TITLE:	Training Administrator
DEPARTMENT:	Sleep Services
REPORTS TO:	Training & Development Manager
RESPONSIBLE FOR:	<p>Job Titles and Number of Post Holders:</p> <p>Direct: None</p>
MAIN PURPOSE OF JOB:	To assist the Training & Development Manager in the organisation, running and promotion of Sleep Scotland’s training courses. This position will be based at the Sleep Scotland offices in Edinburgh. Travel and overnight stays elsewhere in the UK will be necessary.
MAIN DUTIES:	<p>1. Service Delivery:</p> <p>Support the organisation and running of Sleep Scotland training courses and conferences in the UK</p> <ul style="list-style-type: none"> • Represent Sleep Scotland in an administrative capacity at Sleep Scotland training courses throughout the UK • Support the promotion of training and conferences e.g. creating marketing material, carrying out mailings, advertising in bulletins, contacting potential delegates • Deal with enquiries from potential delegates • Co-ordinate the production and printing of training packs • Provide general administrative support for running the training courses e.g. identifying and booking venues, arranging catering, organising speakers’ travel and accommodation, producing attendance sheets and delegate badges, setting up training venues and supporting speakers and delegates on the day • Co-ordinating the delivery of training materials to the training venues (this may involve manual handling of heavy objects) • Manage and develop training databases • Assist with post course tasks e.g. collating evaluations, speaker expenses and fees, post course evaluations and writing thank you letters • Send out sleep counsellor certificates once certificates are signed by course lecturers • Assist with post course support for new sleep counsellors • Maintain an effective filing system for training courses and events • Provide Tier 1 phone support on telephone helpline • Updating training material, liaising with lecturers to update all materials, course and website • Developing and researching course materials • Professional networking to build relationships with external organisations in order to identify partnership and commission

	<p>opportunities</p> <ul style="list-style-type: none"> • General Sleep Scotland Duties • Receive telephone calls and deal with enquiries, take accurate messages and redirect calls • Assist with large mailings • Gather and collate statistics for funding reports • Deal with faxes, filing and photocopying etc. • Deal with other duties as may be reasonably required, including supporting other staff members • Update training section of the Sleep Scotland website ensuring the information is correct and up to date • Coordinate and edit video material for use in training, advertising or for the website • Ensure all new and existing sleep counsellors have access to the Sleep Scotland website • Attend conferences to represent Sleep Scotland by supporting the running of a stall and dealing with enquiries from professionals and parents <p>2. Relationships with Stakeholders:</p> <ul style="list-style-type: none"> • Foster and maintain good working relationships with internal and external stakeholders • Professional networking to build relationships with external organisations in order to identify partnership and commission opportunities <p>3. Management of Staff:</p> <ul style="list-style-type: none"> • None <p>4. Financial Administration Responsibilities:</p> <ul style="list-style-type: none"> • Prepare invoices for all Sleep Scotland training courses • Finance and budgeting management to ensure training courses are delivered within allocated budgets <p>5. Safety Procedures:</p> <ul style="list-style-type: none"> • Comply with all Sleep Scotland HR policies, procedures and systems; • Comply with all responsibilities under Health and Safety
<p>OTHER DUTIES:</p>	<p><i>This job description is a general statement of the duties and responsibilities that the post holder is expected to undertake. It may change from time to time to reflect the changing nature of the post.</i></p>