



Job Description and Person Specification

Training Administrator

Job Title:	Training Administrator
Salary:	Salary £6,535 - £7,577 for 12 hours per week (FTE £20,150 - £23,363 pro rata)
Hours of work:	12 hours per week. Days & hours will be agreed with the candidate, but must be weekdays, between 8:30am – 5pm.
Location:	Based at the Autism Family Support Oxfordshire office at Thomley Centre, Menmarsh Road, Worminghall, HP18 9JZ. Some home-based working may be possible.
Reporting to:	Chief Executive Officer.
Job outline:	To administer Autism Family Support Oxfordshire's training programme and provide support to the training team.

DUTIES AND RESPONSIBILITIES

1. Administer the training calendar

To manage the logistics of organising training events, to include:

- a) Identify the courses due, and liaise with the staff team.
- b) Propose and agree training dates in collaboration with trainer's availability, staff team and Autism Family Support Oxfordshire (AFSO) events.
- c) Identify and book training venues. Correspond with training venues regarding use of the building, equipment, parking and other key factors.
- d) Create a database of venues with key information, notes for trainers, and maps.
- e) Process and record training information on a database.
- f) Build strong relationships with the training team, Oxford Health NHS Foundation Trust and other partner organisations, venues, and external organisations.
- g) Manage tight deadlines and multiple training events.

2. Manage training course bookings

- a) Sensitively and responsibly respond to and filter enquiries, including enquiries by email, telephone, postal and in-person.
- b) Receive, respond to, and process bookings.
- c) Manage waiting lists and availability of spaces on training courses.
- d) Maintain and build our reputation for providing high quality and person friendly support and training.

3. Materials

- a) Liaise with the team of trainers regarding dates and materials required.
- b) Create course materials, in in collaboration with the training team and Chief Executive Officer.
- c) Prepare training course materials using photocopier and other office equipment as required.
- d) Compile the training folder for Trainers and collate resources as necessary.
- e) Collate evaluation and monitoring data and maintain a database for monitoring purposes.
- f) Produce draft Evaluation Summary Reports, in collaboration with the training team and Chief Executive Officer.
- g) Periodically revise course materials, as requested.
- h) Monitor and order training materials and resources as necessary.

4. Meetings and Administrative duties

- a) Provide administrative support to the training team, and Chief Executive Officer, to support efficient and effective training events.
- b) Attend and take minutes at team meetings (internal).
- c) Attend development meetings with Oxford Health NHS Foundation Trust and other partner organisations (external).
- d) Carryout actions from meetings as applicable, and requested by the Chief Executive Officer.
- e) Work in conjunction with the AFSO Administrator, and wider team.
- f) Ensure that, in the absence of the line manager, all necessary issues and tasks are completed on a timely basis.
- g) Identify gaps in administration procedures and develop solutions.
- h) Maintain a filing system in relation to information held by AFSO.

5. Policy, Practice and other duties

- a) Adhere to all of AFSO's Policies.
- b) Maintain all records in accordance with data protection regulations and Autism Family Support Oxfordshire's Confidentiality Policy.
- c) Maintain standards of care with regard to health & safety, and equal opportunities.
- d) Maintain confidentiality in all areas of AFSO and its work. The nature of the work entrusts people with confidential information about families and staff. Any breach of this confidentiality will constitute gross misconduct
- e) Cooperate with all Autism Family Support Oxfordshire staff in maintaining good relationships with outside agencies and the general public in order to uphold the organisation's repute.
- f) Promote a positive image of autism, AFSO and partner organisations.
- g) Perform other duties as required and are appropriate for the nature and grade of the post.
- h) Attend supervision with the line manager.

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

The post is subject to a satisfactory DBS check, two satisfactory references, and a 6-month probationary period.

Annual leave: 25 days plus bank holidays, pro rata

NOTE: The job description above reflects the present requirements of the post. As developments occur and duties and responsibilities change the job description will be reviewed and may be subject to amendment in consultation with the post holder.

Person Specification

Training Administrator

Essential elements: The following elements are essential to this post and will be assessed in the application and interview process.

Experience

- At least two years' experience of employment in a similar Administrative role.
- Experience in managing administrative systems and procedures.
- Experience of working independently, organising and planning your own workload, and using your own initiative.
- Experience of communicating clearly and sensitively with a wide range of people including parents, staff team, contractors, and partners from other organisations.
- Highly computer literate and experience of producing documents in Word, Excel spreadsheets, emails in Outlook, and PowerPoint presentations.
- Experience of liaising with a team to come to a consensus on decisions.
- Experience of working in a fast-paced environment and managing tight deadlines

Qualifications & Skills

- Qualifications are not required for this role, however qualifications may be useful in demonstrating competency for the role.
- Good organisational, planning and time management skills.
- Good level of literacy in spoken and written communication.
- Able to prioritise heavy workload and conflicting priorities.
- Understand and demonstrate ability to sensitively and responsibly handle confidential information
- Able to work as part of a team and consider other's workloads and priorities.
- Able to make enquiries by telephone, answer the telephone and pass on messages reliably and accurately.
- To be punctual and reliable.
- A supportive and proactive team member.
- Be able to recognise when you need to ask for help.

Other

- This post is subject to satisfactory DBS clearance, and two references.
- Car driver with regular access to a car.

Desirable: The following elements are desirable and would be an asset to the post.

Qualifications and skills

- Minute taking, administration or secretarial qualifications.
- Higher or further education.

Experience

- Experience of working in the voluntary sector.
- Experience of creating new ways of working and system design.
- Managing volunteers.

Knowledge & Understanding

- An understanding of autism and the impact on individuals and their families.