

JOB DESCRIPTION

Title: Senior Training Coordinator

Responsible to: Curriculum Manager

Location: Stockman House

Main Task

To be responsible for monitoring and enhancing an efficient administrative support structure for VQ Tutors, Learning Support Officers, Essential Skills Tutors and other staff in relation to the provision of training services for BFS.

Outline of Duties

- * To develop and demonstrate a thorough knowledge of the criteria of BFS programmes designed to increase the economic activity of clients
- * To provide administrative support to Curriculum Manager and Head of Programmes
- * To maintain a comprehensive computerised recording system to track class structures in line with Vocational Cluster Model
- * To monitor attendance for BFS training delivery to maintain and maximise course occupancy levels
- * To liaise with and follow-up with contact, on a regular basis, trainees and participants in relation to the training schedule of BFS
- * To update, on a regular basis, client records for starts, leavers and all changes to classes/timetables
- * To control the process of invoicing in relation to the training provision of BFS
- * To provide comprehensive and timely anticipated leavers reports to the Curriculum Manager
- * To evaluate and review all collected data on a monthly basis in conjunction with Training Co-ordinator to ensure accuracy
- * To coordinate and provide an efficient process of learner reviews on a monthly basis
- * To review and update learner Personal Training Plans ensuring accuracy

- * To liaise with external providers to ensure a high level of quality provision
- * To be responsible for exam invigilation on a monthly basis
- * To monitor and review Frameworks issued by DfE and make necessary changes where applicable
- * To monitor the security of the training rooms and to ensure the confidentiality of the participants' portfolios is not compromised
- * To take responsibility of each job function in order to act in accordance with the outlined tasks
- * To record and update computerised records in accordance with Data Protection and the security requirements of BFS
- * To participate in structured training and development activities in line with the demands of the job and the objectives of the company
- * To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
- * To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of BFS aims and objectives

Terms and Conditions

Length/ Type of Contract: Fixed

Salary: £13,090 per annum

Hours: 20.5 hours

Holidays: 20 days pro rata
plus Statutory days

Probationary Period: 6 months

Notice: 1 month

All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.

This post will be subject to an Access NI check



Job Title: Senior Training Co-Ordinator

Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Level 2 Business Administration Qualification	x		Application form
	GCSE English & Maths (Grade C or above) or equivalent	x		Application form Application form
	OCR Level 2 or equivalent ICT Qualification	x		
Previous Experience	2 years experience within an administration & training environment	x		Application form
	Knowledge of Microsoft Office including Excel	x		Application form
Experience Required going forward	Experience of working as part of a team	x		interview
	Experience of training and employment programmes	x		Application form / interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Good interpersonal and communication skills	x		Interview