

## **SCOTTISH CHILDMINDING ASSOCIATION**

### **JOB DESCRIPTION**

**JOB TITLE:** **TRAINING ADMINISTRATOR**

**LOCATION:** Office/Home Based

**HOURS:** Part time 18 hours per week. Hours to be flexibly arranged to provide for occasional evening work. Time off in lieu may be taken for any extra hours worked. No over time payments are possible.

**GRADE:** AP2 pt 19-22

**ACCOUNTABLE TO:** Professional Learning Manager

### **JOB PURPOSE**

To assist with the training administrative support for the PSCF team, ensuring effective, efficient and accurate administrative support contributing to the successful delivery of training events.

### **KEY RESPONSIBILITIES:**

Through effective administrative support ensure the smooth running of training events, assist with the co-ordination and delivery of the training calendar, scheduling, and logistical arrangements. This includes coordinating invitations, materials, and venues, as well as handling attendee communication and queries. The Administrator also provides general administrative support, maintaining accurate training records, collating training data, and contributing to reports.

### **KEY TASKS:**

- Maintain and update the PSCF training calendar. This includes scheduling events, booking venues (if applicable), and tracking training completion.
- Oversee all logistical aspects of training events, including sending out invitations, managing registrations, arranging materials, and coordinating with trainers and other members of the Professional Learning Team.
- Handling attendee communication, including sending pre-event information, managing attendee reports, and following up post-event. This also involves answering attendee queries regarding training events.
- Acting as the primary point of contact for PSCF training-related queries, responding promptly and professionally to emails, phone calls, and other forms of communication. This may include sending out pre-training information and post-training follow-up emails.
- Providing general administrative support such as preparing training related reports, updating training records on the database, processing evaluations/surveys, and handling other administrative tasks as required. This includes reviewing training survey results and compiling them for review.
- Meet regularly with your Line Manager for support, supervision and annual appraisal.
- Read the Health and Safety document and be aware of the health and safety of yourself, your colleagues and visitors to the office
- Work at all times in a manner consistent with SCMA's policies and procedures.
- Be responsible for your own personal development and willingness to engage in Engaging in Our People.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfill the job purpose.

## **PERSON SPECIFICATION**

### **Essential**

High Standard of Education/Qualifications  
Ability to work using own initiative  
High standard of communication skills  
Is methodical tactful, self reliant and good humoured  
Ability to treat confidential information sensitively

## **CAREER EXPERIENCE**

### **Essential**

Proven ability in co-ordinating training, service or project  
Proven ability in organising information, prioritising work and forward planning  
Experience in providing good customer service to a variety of stakeholders  
Experience in collaborative working  
Experience of the use of computers and relevant software packages

### **Desirable**

Experience of web based database system  
Experience of a administration role within a training capacity

## **KNOWLEDGE**

### **Essential**

Microsoft software computer packages, including Word, Excel, Publisher and Outlook

### **Desirable**

Relevant childcare and voluntary sectors networks in Scotland and the UK.  
In depth knowledge of the working practices of registered childminders

## **SKILLS**

### **Essential**

Ability to forward plan and manage  
Ability to work under pressure and to deadlines  
High standard of written and spoken communication  
Good organisational skills including time management  
Strong interpersonal skills with the ability to work on own initiative and as a part of a team

### **Desirable**

Willingness to develop skills and undertake any relevant training  
Ability to develop procedures to aid the smooth running of Corporate Services

## **PERSONAL CIRCUMSTANCE:**

Ability to work flexible hours and occasionally away from home overnight.