

<b>Job title</b>	Training Co-ordinator
<b>Contract</b>	Permanent
<b>Salary</b>	Up to £26,000 pa
<b>Location</b>	Purfleet, Essex
<b>Responsible to</b>	Director of Curriculum and Quality
<b>Direct reports</b>	None
<b>Works with</b>	English, Maths and ICT Teachers, Industry Practitioners, Course Leaders, Learning Coaches & Business Development Manager
<b>Date</b>	July 18

### **National College for Creative Industries/The Backstage Centre**

The National College Creative Industries was incorporated in September 2016 to develop industry lead high level technical skills within the Creative and Cultural Sector. The Backstage Centre is a commercial trading subsidiary of the National College which hosts leading technical facilities located at High House Production Park in Purfleet, Essex, where the National College for Creative Industries are located.

### **Role Overview**

To plan, co-ordinate and ensure delivery schedules are in place for the Colleges delivery of Apprenticeships and FE/HE students throughout the cycle of their programmes ensuring full occupancy and timely scheduling. Liaising with employers and partners to schedule dates and venues to meet the needs of the college, learners and employers.

### **The role will involve the following:**

Working with employers, partners, internal staff and training providers within the industry to schedule training relevant to programme delivery.

Working alongside Industry Practitioners, Course Leaders, Learning Coaches and Functional Skills trainers to plan schedules, keeping them up to date with available courses and dates to ensure learners complete within planned end dates

Posting vacancies sourced by the Business Development Manager on to 'Recruit and Apprentice' website and co-ordinating with the Marketing Executive to advertise vacancies on the College website as well as sifting applications to provide to employers

Scheduling exams dates and co-ordinating Invigilators and keeping papers secure ensuring their timely return

Aid the appropriate use of our e-learning systems across the College.

Ensure quality assurance standards are met in line with college policy and are compliant with the standards set by all relevant awarding bodies and industry regulations.

### **Key responsibilities**

- Plan, schedule and co-ordinate training schedules/calendars
- Work with internal staff to schedule appropriate training that meets the needs of the learners and employers
- Liaise with employers and external training providers to source venues and training appropriate to the needs of delivery
- Source and cost training and venues from partners and external companies
- Analyse and report on feedback from deliver training sessions to the Director of Curriculum and Quality
- Advertise learner vacancies using 'Recruit an Apprentice' government website, sift applications and send suitable applications to employers.
- Support the planning of events such as Intake, Open days, Experience days and graduation ceremonies
- Support the promotion of the National College, providing advice and guidance to employers in delivery planning across the industry
- Schedule relevant exams for learners, ordering papers and co-ordinating Invigilation and their timely return

### **Other Requirements**

- Able to travel within the UK, and to work occasional unsocial hours.
- Maintain industry CPD to ensure skills and experience remain current
- Contribute to the cost-effective running of the company

This job profile provides a general description and is not intended to be comprehensive. It may be altered from time to time as required for business reasons, to meet the changing needs of the National College Creative Industries.

**PERSON SPECIFICATION – Industry Practitioner**

	Essential	Desirable	Source of Evidence A/I/R/T
<b>EXPERIENCE</b>			
Experience in successfully scheduling training within work based and college settings	√		A/I
Industry experience of minimum of 2 years	√		A/I
Experience in producing training calendars and co-ordinating resources	√		A/I
Experience in examination booking, scheduling and submission	√		
<b>QUALIFICATIONS</b>			
Degree or relevant professional qualification		√	A
Literacy and Numeracy Level 2	√		A/T
Administration/IT qualification	√		A
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>			
Administrative and organisation skills	√		A/I/T
Good time management	√		A/I/T
Good interpersonal skills	√		I
High achieving and continuously developing ways of improving service	√		A/I
To support the promotion of the National College, providing advice and guidance to the employers in Delivery Planning across the industry.	√		I
Support all learners with their learning and development needs	√		I
Ability to communicate at all levels both written and verbal conveying professionalism and understanding	√		A/I/R
Ability to identify, design and implement training needs ensuring that our training is relevant and high quality.	√		I/R
Supporting the development of our online learning environment ensuring content is high quality and relates to current industry practice.	√		R/I/A
Commitment to integrity at all times	√		I
Ability to work efficiently	√		T
Ability to work on own initiative and pro-active	√		I
Professional and approachable	√		I
Ability to promote the National College, providing	√		I/A

advice and guidance to employers and learners			
<b>OTHER REQUIREMENTS</b>			
Awareness and strong commitment to equal opportunities and the promotion of diversity.	√		I
Ability to work to quality standards.	√		I/R
Have a current and clear DBS Check which provides evidence of suitability to work with children and vulnerable adults	√		I/R
Ability to travel and work flexibly (including evenings/weekends).	√		I

Assessment Criteria: A = Application, I = Interview, T = Test, R = References