

Role Description for a County Training Administrator



Sept 07 Version 2

Title: County Training Administrator

Outline: Responsible for the administration of all aspects of training/learning process for adults in the County, maintaining records of Training Advisers and adults undertaking training

Responsible for: N/A

Responsible to: County Training Manager

Main contacts: County Training Managers, Local Training Managers, Training Advisers, District Commissioners, Appointment sub-Committee Secretaries, District Secretaries and County Training Team

Appointment requirements: Completion of Module 1, *Essential Information* and Module 30, *Supporting Local Learning*, computer skills relating to database and spreadsheet management, access to email and the Internet

Main Tasks

- In co-operation with Local Training Managers, maintain records of progress on all adults undertaking training / learning
- Work with Local Training Managers with the aim of maintaining consistency and accuracy of reporting
- Maintain records of Training Advisers including their training/learning needs
- Provide records and information as required by the Local and County Training Managers
- Maintain financial records associated with the costs incurred/authorised by the County / Local Training Manager
- Act as Course Registrar for all County-run training sessions
- Assist the County Training Manager to undertake regular communication with the team and take minutes of Training Team and Training Advisers Meetings
- Any other task agreed with the County Training Manager

Person Specification

Personal Qualities:

- ✓ Organised
- ✓ Approachable
- ✓ Flexible

Abilities:

- ✓ Computer skills
- ✓ Record keeping
- ✓ Communication

Experience:

- ✓ Scout training knowledge (an advantage)