**TRAINING & OFFICE ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION**

**Job Title:** Training & Office Administrator

**Responsible to:** Office & HR Manager

**Hours of work:** 12 hours over 3 days

**Location:** Waverley House, Unit 10, Killingbeck Drive, Leeds, LS14 6UF

**Salary & Benefits:** £22,369 pro rata

* + - * Holidays/entitlement: 25 days (pro rata), plus 3 days between Christmas and New Year, plus bank holidays
      * Flexible working hours within parameters
      * Pension scheme 8% employer’s contribution
      * Training Package

**ROLE**

You will assist the Training Team by providing online support and facilitating Ivison Trust Training, which includes the use of Microsoft Teams and Zoom, with your goal being to ensure that our sessions run smoothly. You will provide support to the Training and Office Team with daily office needs and general administrative duties.

**MAIN RESPONSIBILTIES**

1. To give IT support when using Zoom and Microsoft Teams.
2. To assist the Training Co-Ordinator and office team to keep accurate records of delegates booked onto Ivison Trust’s trainings.
3. To create and publish training webinar events on Eventbrite.
4. Maintain in-house spreadsheets with data necessary for each training event. Including payments received, attendance etc.
5. To forward joining instructions to delegates and any relevant documentation required.
6. Record delegates on CRM system (Civi)
7. To distribute training certificates to delegates as necessary.
8. To carry out other tasks deemed necessary in the day to day running of the training dept.
9. To undertake training as deemed necessary to carry out the required duties.
10. To undertake any other duties to aid the smooth running of the Ivison Trust office.
11. To participate in individual supervision, training and appraisal as agreed with your Line Manager.
12. To carry out all the above in accordance with the aims, values ad policies of Ivison Trust.
13. To be flexible and able to work outside of normal scheduled hours when the need arises, i.e. Ivison Trust events etc.
14. To adhere to Health and Safety procedures and policies.

This job description is subject to review to ensure it reflects the needs of Ivison Trust.

**PERSON SPECIFICATION**

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|  | Essential | Desirable |
| Experience | * Previous experience in a similar role * Good knowledge of Microsoft Office package i.e Outlook, Word and Excel * Proficient in use of Teams and Zoom platforms | * Database inputting on a CRM system * Working within a training project |
| Abilities | * Excellent organistaion and prioritisation skills * Excellent communication skills * Good team player * Ability to work under pressure * Work with people from diverse ethnic and cultural backgrounds * Accurate typing skills | * Willingness to learn new skills |
| Personal Qualities | * Sympathetic to issues surrounding families affected by child exploitation (CE) and use a family centered approach to tackling CE. * Willing to adapt to situations to ensure the smooth running of the training department and organisation * Flexible working when required |  |
| Values | * Commitment to the ethos of Ivison Trust, working with parents as valued partners in tackling child sexual and criminal exploitation. * Be able to show an understanding of and commitment to, working in an Equal Opportunities framework, including anti-racist and anti-discriminatory professional practice. |  |

February 2024