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JOB DETAILS

Job Title: Training and Development Administrator	Salary/Grade: £24,000 pro rata
Organisation: LimeCulture CIC	Location: Greater Manchester area.
Base: Mainly home based. Occasional travel throughout the UK	Hours: 25 hours per week
Report to: Training and Development Director	Closing Date for applications: Friday 22 June 2018
Shortlisting Sift: Week Commencing 25 June 2018	Interview Date: Week Commencing 2 July 2018

SUMMARY OF ROLE

The Training and Development Administrator will oversee the efficient administration of all training programmes and events delivered by LimeCulture CIC and support the administration of the LimeCulture Programme team, including:

- Assisting with the marketing and communication of all training programmes/events in conjunction with the Training and Development Director and Managers
- Managing bookings for all training programmes/events
- Securing training dates with venues across the country for training deliveries and events
- Ensuring all contracts are agreed and signed by Chief Executive
- Sourcing training suppliers and materials as needed – including details, cost comparison, and timelines

LimeCulture Community Interest Company (CIC)
The Coach House | 2a Carr Road | Hale | Cheshire | WA15 8DX
0203 633 0018 | info@limeculture.co.uk | www.limeculture.co.uk



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- Ordering supplies for the Training Department as needed
- Booking guest speakers and managing travel and accommodation where applicable
- Providing delegate information to trainers when necessary and within defined timescales
- Answering delegate queries or referring them to other members of the LimeCulture Team where appropriate
- Performing other related ad hoc duties as assigned
- Liaising with venues and caterers to ensure training runs smoothly
- Communicating with delegates in relation to their specific training needs and their results
- Collating and maintaining information about delegates attending training programmes and events
- Updating and distributing course materials to delegates within agreed timescales
- Maintaining records of those expressing an interest in future training events and communicate with them when training places become available
- Coordinating the LimeCulture telephone line, responding to all telephone calls/messages in a timely manner and arranging transfer of the line when necessary
- Coordinating incoming email traffic, including communication with appropriate LimeCulture personnel.
- Carrying out additional administration duties at the request of other members of the LimeCulture Team as and when required
- Liaising with Finance Director regarding invoicing and payments for training and events

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Training and Development Administrator Person Specification

	Essential	Desirable	Assessment
Qualifications	Good general education		CV
Experience	Experience of administrative work in a busy, diverse working environment	Experience of working in the sexual violence sector	CV
Knowledge and Skills	Communicating effectively whilst delivering on a number of competing priorities	Knowledge and understanding of the sexual violence sector and national policy	CV/ Interview
	Excellent Planning and organisational skills		CV/Interview
	Excellent communication (verbal and non verbal) skills in engaging delegates, organisations and LimeCulture staff		CV/Interview
	Ability to manage time effectively		CV/Interview
	Excellent IT skills and knowledge of software programmes (eg Excel, DropBox, Windows, PowerPoint ect)		CV/Interview



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	Ability to work flexibly with changing working hours		CV/Interview
	Ability to perform under pressure		CV/Interview
	Ability to work independently with limited direction or supervision		CV/Interview
	Display energy and drive and an entrepreneurial attitude to work		CV/Interview