

Job description and person specification

Job title	Events and Training Co-ordinator
Reporting to	Learning & Skills Programme Manager
Job purpose	Co-ordinate the planning and delivery of a comprehensive training and events programme (using intelligence from Policy and Information Officer, Management Team and work in partnership with Digital Marketing and Communications Officer to promote the programme).
Posts line managed	None
Projects/contracts	None
Relationships	Colleagues, Stakeholders
Budget	None
Income generation	Shared responsibility for ensuring that income is generated from training and events.
Salary	NJC Point 19 (April 2021): £25,481 per annum plus 7% employer pension contribution.
Hours	37 hours per week - flexible to include occasional evenings and weekends
Term	Maternity
Location	The post-holder will be based at Voscur's office, currently at Royal Oak House, Royal Oak Avenue, Bristol. The post-holder will be required to work with organisations at different venues.

Principal duties

1. Co-ordinate the planning and delivery of a comprehensive, high quality, events and learning programme, including in-house training and learning activities shared via the VCSE Academy.
2. Administer the quality assurance of all events and training.
3. Work with the Learning & Skills Programme Manager to create and monitor training and events budgets.
4. Be responsible for administering course fees, trainer fees, venue costs and other payments in liaison with the Finance Manager and Finance Assistant. Secure pro-bono support for events and training.
5. Develop, maintain and manage an up to date list of Voscur Associates, other trainers and consultants.
6. Ensure timely information about learning and events is provided to colleagues in relation to events and training in order to provide a planned marketing approach.
7. Maintain an effective booking, monitoring and evaluation system and be the first contact in responding to enquiries from customers and delivery partners.
8. Liaise with internal and external trainers and venues to include the administration of contracts, pre and post training and event procedures and feedback.
9. Work with the Learning & Skills Programme Manager to ensure that events and training are properly costed and within budget.
10. Produce monitoring and evaluation reports of training and events to support future planning, reporting and marketing.

General (expected of all employees)

1. Duties are carried out in compliance with Voscur's policies.
2. All staff contribute to Voscur's information services.

3. All staff participate in staff meetings, supervision, appraisals and training as agreed with their line manager.
4. All staff contribute to agreed monitoring and evaluation of their work/projects, and contribute to regular and annual reports.
5. Work carried out must accord with current legislation.
6. All employees are responsible for their own safety and must not endanger that of colleagues/visitors in the workplace.
7. Contribute to implementing and developing Voscur's marketing strategy in ways relevant to the role and support the development of new business opportunities.
8. Employees are willing to undertake other reasonable duties commensurate with the grading for the post.
9. Shared responsibility for ensuring that income is generated from training and events.
10. Expected to be alert to opportunities for the further development of current Voscur work.
11. Conduct short term paid consultancies as required.

Person specification

Skills and attributes	Essential	Desirable
Excellent project management skills including: organisational skills, a problem solving approach, negotiation, communication and facilitation skills, and resilience.	X	
High level interpersonal skills including the ability to communicate effectively with people from a wide range of backgrounds and roles, including networking and negotiation, with an understanding of political and cultural sensitivity.	X	
Skilled in building professional relationships and working effectively with partners across different sectors	X	
Maximise the use of scarce resources through effective planning, monitoring and control of expenditure.		X
The ability to communicate in a range of media quickly, accurately and concisely.	X	
The ability to research, analyse, interpret and disseminate information so that it is accessible to a range of audiences.		X
Knowledge		
Have knowledge: of the social, political and economic context in which Voscur works; of the Voluntary, Community and Social Enterprise sector in Bristol, and the key challenges organisations face.	X	
Knowledge and understanding of a range of impact measurement and evaluation tools and techniques, and their application.		X
All staff will be expected to demonstrate knowledge and understanding of equalities and diversity issues in accordance with Voscur's Equalities policy.	X	
All staff will possess a high level of administrative competency and ICT literacy.	X	

Experience		
2 years' experience of coordinating a training and events programme.	X	
Of monitoring and evaluation		X
Qualification		
Good A level/NVQ level education, or relevant training/events qualification (or equivalent)	X	