

# Job Vacancy

## Training Programme Administrator

**16-20 hrs per week**

**Salary: £24,960 pro rata based on 40 hours per week pro rata**

**Hours to be negotiated; spread over 3-4 days, must be able to start by 9.00am and ideally work Fridays.**

**Office-based at Easton Business Centre, Bristol**



We are looking for an experienced and motivated administrator to join our enthusiastic and committed team at an exciting stage in our development. 2024 will see the launch of our new website and branding, improved automation and integration of our office systems, and new consultancy services.

Working with our existing Training Programme Co-ordinator, you will plan and carry out all administrative tasks concerned with the running of training courses and events.

You will have a minimum of two years' experience of data entry and word processing, excellent written and verbal communication skills, and the ability to build a rapport with our customers.

In return we can offer a focused and friendly working environment with further development opportunities.

If you would like to find out more, please email [info@trainingexchange.org.uk](mailto:info@trainingexchange.org.uk) or you can download the Job description & Person specification from the News page on our website: <https://trainingexchange.org.uk/news-and-resources.html>

If you're interested in applying, we'll need to see your CV and a covering letter explaining how your experience meets the requirements of this job.

**Send your covering letter and CV to:**

Jo Bush, Director, The Training Exchange, Easton Business Centre, Easton, Bristol BS5 0HE  
or email [jo@trainingexchange.org.uk](mailto:jo@trainingexchange.org.uk)

**Closing date for applications:** 5.00 pm Monday 13<sup>th</sup> May 2024

**Interviews:** Thursday 23<sup>rd</sup> May 2024 (shortlisting 14<sup>th</sup> May)

**Anticipated start date:** June 2024

We anticipate a lot of interest in this post, we will inform all unsuccessful applicants by email; however, we are sorry we are unable to offer individual feedback to anyone who is not invited for interview.

Established in the nineties, we have a track record of providing learning and workforce development opportunities to public, private and voluntary sector services across the UK.

Our services attract professionals from a wide range of backgrounds in public, private and voluntary sectors, including health & social work, mental health, housing & homelessness, criminal justice, education & employment, workplace wellbeing, youth & community.

Our courses cover a range of themes including: Managing teams, Training & presentation, People & communication skills, Mental health & wellbeing, Alcohol & other drugs, and Complex needs.

*To find out more about us, have a look at our website: [www.trainingexchange.org.uk](http://www.trainingexchange.org.uk)*