



Role Description: **County Training Administrator**

Date 1<sup>st</sup> May 2021

**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 to:** The Deputy County Commissioner (People)

**Main Contacts:** County Training Managers, Local Training Managers, Training Advisers, District Commissioners, County Commissioner, Appointment sub-Committee Secretaries, District and County Secretaries, Local Training Administrators and County training team.

**Appointment requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

**Training Requirements:** Must complete Module 1 within five months of full appointment, and Module 30 within three years of full appointment.

## **Main Tasks**

- Maintain records of Training Advisers including their training/learning needs.
- Provide records and information as required by the County and Local Training Managers.
- Act as training course Registrar for all County/Area-run training sessions, including face to face, small group training, residential and online training.
- Assist the County Training Managers in undertaking regular communications with and on behalf of the team.
- Take the minutes at team meetings and send them out in a timely fashion along with the meeting agendas.
- Maintain the meeting schedule and book venues and/or Zoom virtual platform.
- Work with Local Training Managers with the aim of maintaining consistency and accuracy of reporting.
- Send out and collate feedback responses following training opportunities.
- Create and send out certificates to all attendees of training opportunities.
- Create and send out certificates to all non-wood badged roles upon completion of training.

### **Skills for a County/Area Training Administrator**

- Computer literate: Excel/Word/Publisher/Outlook, etc
- Database and spreadsheet management.
- Access to email and the Internet
- Competent with the use of Compass or willing to be trained in its use – to add names/update records etc.
- Able to work to deadlines.