

# Job Description



**Job Title:** Training and Events Coordinator

**Responsible to:** Membership Services Manager

**Salary:** £20,169 pro rata

**Hours:** 15 per week (3 days per week, working days to include, Wed)  
(Flexible some evening/weekend work may be necessary)

**Location:** Sandbach (with travel around Cheshire East) the location of the post will change to Crewe within the first 12 months of the appointment

**Contract:** Initially fixed term of 2 years, potential to extend

## Purpose of the Role:

The role will lead on the organisation and delivery of all training, events, networks and seminars delivered by CVS. The role will also lead on gathering feedback and recording the impact that the training and events have for our members

The role will also have an identified specialist area e.g. Older People. The role will be the internal champion on that topic area and would act as the central point for that particular specialist area.

## Principal duties:

- To manage the scheduling, resourcing and organisation of a range of training sessions & events ensuring that they are delivered on time and on budget
- To liaise with suppliers and venues ensuring we are achieving the best location and rates for training and events
- To ensure that events are managed/supported by staff/speakers/trainers that are trained & competent
- To work with the Marketing and Design Manager to ensure that training and events are promoted and contribute to the creation of content for e-bulletins, posters and social media
- To support innovation and change to improve processes and increase quality of outcomes
- To ensure that training and event attendance targets are met in accordance to forecasted demands.
- To ensure that the database is updated pre and post events ensuring that all data is cleansed and accurate
- To be responsible for all training and event data ensuring it is recorded and reported to the funder accurately and within required timescales.
- Gather and collate feedback, supporting evaluation processes and maintaining key performance data
- To answer queries regarding training and events

- To ensure that good practice and governance information and resources for members are promoted at training and events and any areas in need of development are highlighted to the team.
- To research and provide information on relevant legislation, policies, procedures, in your specialist area
- To attend team meetings and participate in team working.
- To be the point of contact for assigned CVSCE volunteers ensuring they are effectively supported and managed.

**Reporting Tasks:**

- To produce reports on the progress and plans for the Membership Services Manager, funders and the CVSCE Trustee Board

**Other responsibilities:**

- To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work, and to travel within the Cheshire area.
- To carry out any other duties appropriate to the post.
- To take part in meetings and training to develop their own skills, as appropriate
- The post holder at all times must keep their work within the stated aims and objectives of CVS Cheshire East and its policies.

This is not a final and complete statement of the duties attached to this post, they may need to be amended from time to time in accordance with the changing needs of the project and the organisation, following consultation with the post holder

Prepared by: Caroline Whitney, Chief Executive

Date: 08/04/19

Date updated:

**Person Specification**

Criteria	Specification	Essential / Desirable		Interview / Application	
		E	D	A	I
Education	Educated to GCSE Level or equivalent	E		A	
Skills and Experiences	Experience providing organisational and administrative support to a training and events programme	E		A	I
	Experience of using and maintaining information in databases and online booking systems	E		A	I
	Copy writing skills and writing content for websites	E		A	
	Good written communication, organisational and planning skills	E		A	
	Experience of gathering and analysing data and feedback to evidence outputs and outcomes	E		A	I
	Good verbal communication skills and interpersonal skills	E			I
	Ability to organise and prioritise work and complete work to agreed deadlines	E		A	I

	Ability to work as part of a team as well as independently	E			I
	Experience of delivering or co-delivering training		D	A	
<b>Knowledge</b>	Computer confident, proactive and enjoys learning new IT systems, intermediate skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint	E		A	
	Knowledge and understanding of Databases and experience of updating and maintaining them	E		A	I
<b>Behaviours</b>	Creative thinking and use of initiative	E			I
	Commitment to excellent customer service	E		A	I
	Willingness to undertake own training and development	E			I
	Commitment to the ethos of working within the voluntary and community sector	E			I
<b>General</b>	To work flexibly to meet the needs of CVS Cheshire East, including some occasional evening or weekend work	E		A	I
	The ability to travel within the Cheshire and North West area.	E			I