

# Role description for a... County/Area Training Administrator



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0845 300 1818

## Role description

**Title:** County/Area Training Administrator

**Outline:** Responsible for the administration of all aspects of training/learning process for adults the County, maintaining records of Training Advisers and adults undertaking training

**Responsible to:** County/Area Training Manager

**Main Contacts:** County/Area Training Managers, Local Training Managers, Training Advisers, District Commissioners, County/Area Commissioner, Appointment sub-Committee Secretaries, District and County/Area Secretaries, Local Training Administrators and County/Area 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 Local and County/Area Training Managers.
In co-operation with Local Training Administrators, maintain records of progress on all adults undertaking training and learning.
Maintain financial records associated with the costs incurred/authorised by the County/Area and Local Training Manager.
Act as Course Registrar for all County/Area-run training sessions.
Assist the County/Area Training Manager in undertaking regular communication with the team.
Work with Local Training Managers and Administrators with the aim of maintaining consistency and accuracy of reporting.

## Skills for a County/Area Training Administrator

- Computer literate
- Database and spreadsheet management.
- Access to email and the Internet

## Other tasks agreed with the Line Manager

## The Scout Information Centre

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**Other tasks agreed with the Line Manager**

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