

JOB DESCRIPTION

Job Title: Admin Support Officer

Responsible to: Heritage Engagement Officer

Responsible for: Company and Training Administration

Position Type: 15 hours per week until 31 December 2024 (flexible working)

Location: Home working and possible Denbighshire base

Salary: £11 per hour

1. To maintain and adhere to existing administrative systems and procedures used within the organisation to ensure the smooth running of Government funded education programmes.
2. To provide an effective and professional first point of contact for potential learners and trainers, responding to any queries professionally.
3. To ensure accurate recording and retention of learner and training data complying with all aspects of GDPR legislation.
4. To ensure all marketing materials are compliant with Welsh Language requirements and any other requirements of funders of Government funded education programmes.
5. To support with the safe recruitment of trainers and maintain accurate records.
6. To deliver confirmation of enrolments to participants via email and/or telephone, including making contact following non-attendance if required.
7. To ensure any documentation sent to external organisations containing personal data is done so securely via encryption using software provided by the organisation.
8. To ensure up to date records of venue risk assessments are held to ensure a safe learning environment for all participants and trainers on Government funded training programmes.
9. To research and make contact with organisations to arrange introductions to develop a network of partner organisations to support the growth and development of Government funded education programmes.
10. To ensure accurate recording and retention of invoice received for finance records.
11. To assist with the promotion of all upcoming courses to ensure maximum participation and engagement for all Government funded education programmes.
12. To monitor, update and have overall responsibility of The Little Learning Company's mailing list, ensuring information is distributed in a timely manner and queries responded to.
13. To undertake any other administrative duties as required by The Little Learning Company.