

Role description for a ... Local Training Administrator



Item Code FS330068 Date May/04 Edition no 1

0845 300 1818

Title: Local Training Administrator

Outline: Responsible for the administration of all aspects of training/learning process for adults in their Local Area, maintaining records of Training Advisers and adults undertaking training

Responsible for: N/A

Responsible to: Local Training Manager

Main Contacts: Local Training Managers, Training Advisers, District Commissioners, Appointment sub-Committee Secretaries, District Secretaries, County Training Administrator

Appointment Requirements: Completion of Module 1, *Essential Information* and Module 30, *Supporting Local Learning*, computer skills relating to database and spreadsheet management. Access to email and the Internet would be useful.

"General" Main Tasks	"Specific" Tasks Agreed with LTM
<ul style="list-style-type: none"> Maintain records of Training Advisers including their training/learning needs 	
<ul style="list-style-type: none"> Provide records and information as required by the Local and County Training Managers 	
<ul style="list-style-type: none"> Maintain records of progress on all adults undertaking training/learning in their area of responsibility, passing on relevant information to the County Training Administrator 	
<ul style="list-style-type: none"> Maintain financial records associated with the costs incurred/authorised by the Local Training Manager 	
<ul style="list-style-type: none"> Act as Course Registrar for all locally running training sessions 	
<ul style="list-style-type: none"> Assist the Local Training Manager undertake regular communication with the team 	
<ul style="list-style-type: none"> Work with County and other Local Training Administrators with the aim of maintaining consistency and accuracy of reporting 	

The Scout Information Centre

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