

Role description for a ... District Training Administrator



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Title: District Training Administrator

Outline: Responsible for the administration of all aspects of training/learning process for adults in their District, 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 Commissioners, County/Area Training Team, Appointment sub- Committee Secretaries, District Secretaries, County/Area Training Administrator, Volunteering Office at HQ

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 Training Manager and County/Area Training Managers.
Maintain records of progress on all adults undertaking training/learning in their area of responsibility, passing on relevant information to the County/Area Training Administrator.
Maintain financial records associated with the costs incurred/authorised by the Local or County/ Area Training Manager.
Act as Course Registrar for all locally running training sessions.
Assist the Local or County/ Area Training Manager in undertaking regular communication with the team.
Work with County/ Area Training Administrators and other District Training Administrators with the aim of maintaining consistency and accuracy of reporting.

Skills for a Local Training Administrator
<ul style="list-style-type: none">• Computer literate• Database and spreadsheet management.• Access to email and the Internet

Other tasks agreed with the Line Manager

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