

Training and Events Administrator Permanent, Full-Time

£31,323 per annum, pro rata

The Training and Events Administrator will play a vital role in coordinating and supporting the delivery of events, training programmes, and external engagement activities. The postholder will provide comprehensive administrative, organisational, and logistical support to ensure the effective planning and seamless delivery of all activity from concept to completion.

The postholder will work collaboratively with internal teams, external partners, and employers to ensure all events and training activities are delivered to a high standard and support the strategic objectives of the department.

The successful candidate must be educated to HNC or equivalent level of qualification or have equivalent experience. With excellent administration skills and experience of coordinating or supporting events, training or projects with end-to-end coordination, you will also have the ability to travel throughout South Lanarkshire and the surrounding area.

To apply please download the job details and Staff Application Form from our website.

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact People Services Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Tuesday 27th January 2026**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

