

## Training and Events Administrator

### Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<p>Excellent standard of literacy and numeracy.</p> <p>HNC or equivalent level of qualification or experience.</p>	<p>HNC/D in Administration, Events Management, Marketing, or related discipline.</p> <p>Evidence of continuing professional development (CPD) relevant to administration, events, or customer service.</p>
<b>Experience</b>	<p>Strong experience of coordinating or supporting events, training, or projects with end-to-end coordination.</p> <p>Excellent administration skills and the ability to produce high-quality work first time.</p> <p>Experience of maintaining accurate records, handling delegate information, and managing bookings.</p> <p>Experience of liaising with internal and external stakeholders, including employers and partners.</p> <p>Experience of using Microsoft Office suite and digital communication platforms.</p>	<p>Experience in an education, training, or public sector environment.</p> <p>Experience of promoting events or using social media to support communications.</p> <p>Experience of working with management information systems or CRM tools.</p>

	<p>Demonstrated attention to detail and organisational skills.</p>	
<b>Skills/Knowledge</b>	<p>Excellent written and verbal communication skills.</p> <p>Ability to work independently or as part of a team.</p> <p>Comprehensive working knowledge of Microsoft Office suite and confidence using digital tools (e.g. Teams, Outlook, SharePoint).</p> <p>Pro-active and well-organised with excellent problem-solving skills.</p> <p>Ability to prioritise multiple tasks and meet deadlines within a fast-paced environment.</p>	<p>Understanding of event logistics, health and safety, and accessibility requirements.</p> <p>Awareness of marketing and communication principles to support event promotion</p>
<b>Other</b>	<p>Ability to deliver high-quality, efficient administrative and operational support.</p> <p>Excellent interpersonal and communication skills, with the ability to engage effectively across a range of formats and audiences.</p> <p>Strong organisational skills with the ability to plan, prioritise, and manage confidential information to tight timescales.</p> <p>Customer-focused, professional, and</p>	<p>Experience supporting community-based or employer-focused training and events delivery.</p> <p>Current driving licence</p>

	<p>responsive approach when dealing with internal and external stakeholders.</p> <p>Flexible and adaptable team player with a positive, confident, and self-motivated attitude.</p> <p>Committed to maintaining confidentiality and continuous improvement.</p> <p>Able to travel throughout South Lanarkshire and surrounding area.</p>	
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