



## JOB DESCRIPTION

Job Title:	Training and Events Administrator
Line Managed By:	Business Innovation and Development Manager (Commercial Activity)

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### Principal Tasks:

As a key member of the newly established Business Innovation and Development Department, the Training & 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. This position requires strong communication skills, attention to detail, and the ability to manage multiple priorities within a fast-paced environment. 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.

### Event Planning

- Assist with the planning and coordination of training sessions, conferences, and events from concept to completion.
- Liaise with internal departments, external suppliers, and employers to confirm event details and requirements.
- Prepare event schedules, checklists, and timelines to ensure effective coordination and delivery.
- Book venues, rooms, speakers, and associated services, ensuring all logistical arrangements are in place.
- Support the development of risk assessments and event documentation to ensure compliance with College procedures.

## **Event Coordination**

- Set up and support the delivery of events and training sessions both on-site and at external venues.
- Ensure all events comply with safety, accessibility, and quality standards.
- Manage delegate registration, attendance lists, and communication with attendees prior to and during events.
- Provide on-the-day event coordination, resolving any operational issues that may arise to ensure successful delivery.
- Coordinate the distribution and return of materials and equipment following events.

## **Communication and Promotion**

- Collaborate with Marketing and faculty staff to promote events and training opportunities.
- Support the creation of promotional materials including posters, flyers, and social media content.
- Build and maintain strong working relationships with faculty staff, partners, and employers.
- Contribute to post-event reporting, including delegate feedback summaries and promotional updates.

## **Administration and Record Keeping**

- Maintain accurate records of all events, training sessions, and delegate participation.
- Log bookings and enrol delegates onto the College portal in line with data management procedures.
- Collate and record feedback from employers, delegates, and partners for evaluation and continuous improvement.
- Prepare course completion certificates and ensure timely distribution.
- Monitor departmental email inboxes and respond to internal and external enquiries promptly and professionally.
- Liaise with MIS and Finance teams regarding invoicing, payments, and reconciliations related to events and training.
- Maintain and track the distribution of laptops and materials for community-based training delivery.

## **Monitoring and Reporting**

- Assist in compiling data for performance tracking, evaluation, and management reporting.
- Support the preparation of summary reports on event attendance, delegate satisfaction, and income generation.
- Contribute to the ongoing improvement of systems and processes to enhance event delivery and efficiency.

## **Other Duties**

- Provide general administrative support across the Business Innovation and Development team.
- Undertake any other reasonable duties as required by the line manager.
- Adhere to College policies and procedures, including data protection and equality of opportunity.
- Comply with all relevant Health and Safety regulations and guidance.

## **WHO we are**

### ***Vision***

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### ***Mission***

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*