



Years of being there

St John
Cymru - Wales

1918-2018



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St John Cymru Wales, Priory House,
Beignon Close, Ocean Way, Cardiff, CF24 5PB

JOB DESCRIPTION

TITLE: Resource Co-ordinator

ACCOUNTABLE TO: Commercial Training Manager

HOURS: 35 until 30th March 2018 with the possibility of 17.5 from 1st April 2018

Job Share Considered

LOCATION: Cardiff

SALARY: Circa £19,695

CORE DUTIES:

1. Coordinate commercial training course provision across Wales. Including; daily diary planning, assigning courses to appropriate trainers, ensuring trainers are provided with all resources needed for courses, and booking venues.
2. Along with the Training Development Officer, coordinate and monitor trainer development. Ensure all trainers are notified of any qualification updates due and coordinate the diary to facilitate. Coordinate Internal Quality Assurance (IQA) observations when necessary. Keep up to date electronic trainer development records.
3. Liaise with trainers to ensure a minimum level of course material stock is maintained at all training centres throughout Wales.
4. Register courses, order exam papers, books and input course result information into various online systems and post out completed exam papers for various accredited courses.
5. Provide administrative support to the Director of Training and Commercial Training Manager when required. Assist with production of reports, documents and meeting minutes where required.
6. Keep a record of all training directorate assets / equipment.
7. Carry out DBS checks for trainers.
8. Run trainer feedback reports and distribute to trainers monthly.
9. Provide telephone support for the Customer Services team when necessary.
10. Undertake **any** training which may be required to develop further skills and abilities which may prove necessary for the furtherance of the business.

Company Number: 5071073
Charity Number 250523
Registered in England and Wales



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Person Specification

Criteria	Essential	Desirable	Assessed by	
			App	Interview
Qualifications				
Educated to GCSE level (inc Maths & English)	√		√	
Relevant qualification equivalent to NVQ level 2		√	√	
Experience/Knowledge				
Welsh speaking		√	√	
Microsoft Office suite	√		√	
Website management		√	√	
Letter writing	√		√	
Knowledge of First Aid/Health & Safety		√	√	√
Experience of administration	√		√	√
Knowledge of Quality Systems	√		√	
Skills				
Minute taking	√		√	
Ability to work on own initiative	√			√
Ability to work as part of a team	√			√
Research and report writing skills	√			√
Good communication & interpersonal skills	√			√
Organisational skills	√		√	
Good level of literacy and numeracy	√			



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Other requirements				
Willing to travel around UK when required		√		
Willing to work evenings and weekends when required	√			√