



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: TRAINING ADVISOR

BASED: EARLY YEARS ALLIANCE TRAINING CENTRE

DEPARTMENT: QUALITY IMPROVEMENT DEPARTMENT

RESPONSIBLE TO: TRAINING ADMINISTRATION MANAGER

RESPONSIBLE FOR: None

JOB PURPOSE: To support the Alliance administration processes within the Training Centre. To contribute to the effective support and delivery of all tasks relating to the Alliances employer and customer facing services.

SAFEGUARDING REQUIREMENT:

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To register, record, input details of learners enrolled on Alliance training programmes as directed by the line manager.
2. To register, record, input and maintain learner and qualification information both computerised and manual files as directed by the line manager.
3. To promote the Alliances training programme and offer initial advice and guidance to learners and employers.
4. Process new enrolments and monitor learner progress and attendance.
5. To prepare training statistics as required.
6. Supporting pre-enrolment processes such as initial assessment, learner eligibility checks and documentation collection.
7. To act as the link between the Training Centre and the National Centre to ensure that information relating to training is available. Ensuring training and learning information is available in a timely and accessible manner.
8. To support the administration of the Alliance's learner and employer initiatives including customer satisfaction surveying, undertaking operational needs analyses.

9. To support the Training Centre administration processes such as processing salary claims, expenses and student loan processes.
10. To support tutor and assessor recruitment administration as required
11. To work as directed by the line manager to ensure that the Training Centre's work complements and supports the Charity's wider work.

EQUALITIES:

The post-holder must be aware of and respect differences and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. GCSE Maths and English or equivalent.
2. Demonstratable experience of working in a busy office
3. Evidence of computer literacy - experience of using Microsoft Office 365, spreadsheets and CRM databases.
4. Fast and accurate data entry skills.
5. Good verbal and written communication skills in order to liaise and provide information to a wide range of people internally and to external partners and produce written documentation of a high standard.
6. Experience of prioritising own workloads.
7. Ability to work to deadlines, sometimes under pressure.
8. Good organisational skills and a methodical approach to tasks.
9. Good attention to detail.
10. Able to work as part of a team and to use own initiative.
11. An understanding of, and commitment to, equal opportunities.
12. Ability to provide accurate and impartial IAG to potential learners and employers.

13. Commitment to attend training as required.

14. Commitment to the Early Years Alliance aims and strategic objectives.

Desirable Criteria

1. Experience of working in a training or apprenticeship administration support role.
2. Experience of the voluntary sector.
3. IAG qualification at Level 2 or above.

TERMS & CONDITIONS:

Grade: Grade 3A

Salary: £24,468 - £27,662 per annum (pro rata part-time)

Hours: 35

Annual Leave: 26 days annual leave plus 8 bank holidays (pro rata part-time)

This post is not exempt from the Rehabilitation of Offenders Act (1974) and does not require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%



JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: