

# EIL UK Course Administrator

## Role Description



Experiment in  
International  
Living UK

Job Title:	Course Administrator
Responsible to:	Programme Manager - Discover
Post:	Part time contact ending on 31 December 2017.
Hours:	Zero hours' contract to allow for days of work to be negotiated as required to administer the courses.
Salary:	£8.45 per hour
Annual Leave:	25 days p.a. plus bank holidays pro rata
Location:	EIL UK Offices in Malvern, Worcestershire

### Overall

EIL UK runs cultural awareness training courses for international volunteers across the UK. These include on-arrival orientation, mid-term training and pre-departure preparation sessions. We are looking for a proactive and adaptable administrator who is experienced and highly organised to undertake administrative duties to support our training and development programmes.

### Responsibilities

1. Organise accommodation, venues and travel for participants within agreed budgets
2. Book trainers and provide them with administrative support
3. Publicise the training courses to volunteer hosts, answer enquiries and process bookings
4. Organise the resources and course materials for trainers
5. Produce and distribute delegate information
6. Ensure all records and reports are completed on time
7. Liaise with the Finance Officer to ensure the courses run smoothly
8. Assist trainers in the smooth running of training courses.
9. To advise and assist EIL UK staff on the smooth administration of their events

### Other requirements

Occasionally the role will require work outside normal hours and travel to other sites for meetings or to provide trainers with administrative support on courses. The post holder must hold a current driving licence, have access to a vehicle and be willing to travel on public transport.

This job description is not exhaustive and is open to review at any time.

### Key competencies

1. Excellent written and verbal communication skills, including written English.
2. A background in office administration in a customer facing environment. An understanding of office systems and procedures, including good management of resources and documents.

3. Negotiating skills with venues and/or suppliers and experience of problem solving.
4. Good organisational skills, including numeracy.
5. Ability to work well as a team and on own initiative and manage your own time and workload.
6. Professional manner, accurate and attentive to detail.
7. Flexible and positive person with a helpful attitude. Friendly and able to deal with people at all levels and for whom English is not their first language.
8. Some travel may be required across the UK. There may occasionally be the need to work evenings and weekends.
9. Sound IT skills, proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint)
10. Commitment to the aims and values of the organisation.
11. Experience of working in the public sector or for a charity would be an advantage.

### Other information

A full enhanced DBS check will be required which will be paid for by EIL UK.

### How to apply

In the first instance, interested candidates are invited to send a CV along with a personal statement of up to 1,200 words outlining how they meet the needs of the role.

Email your application to [info@eiluk.org](mailto:info@eiluk.org) or post it to EIL UK, 17 Graham Road, Malvern, Worcestershire WR14 2HR.

The closing date for receipt of applications by the EIL UK office is 17:00hrs on **Friday 31 March 2017**.

NO AGENCIES

Reg. Charity No: 1070440

March 2017