



Job Vacancy

Training Programme Administrator (Marketing and Promotion)

16 hrs per week

Salary: £20,000 pro rata

Initial 6 month contract (renewable)

Working hours to be negotiated, within normal office hours

We are looking for an experienced and motivated administrator to join our enthusiastic and committed team. Working alongside our existing administrator you will take a lead on marketing and promoting our courses and services.

- You will have a minimum of two years' relevant experience, excellent written and verbal communication skills, and the ability to build a rapport with our customers.
- In particular, you will need to demonstrate confidence with IT, and creative skills to promote our programmes through the website, e-marketing and other relevant media.
- In return we can offer a focused and friendly working environment with further development opportunities.

How to apply:

If you would like to find out more, please email info@trainingexchange.org.uk or you can download the Job description & Person specification from the 'News' page on our website.

If you're interested in applying we'll need to see your CV and a covering letter explaining how your experience meets the requirements of this job (see the Job description & Person specification).

Send your covering letter and CV to:

Jo Bush, Director, The Training Exchange, Easton Business Centre, Easton, Bristol BS5 0HE or email jo@trainingexchange.org.uk

Closing Date for applications: Friday 1st February 2019 (5.00pm)

Interviews: Monday 11th February 2019 (shortlisting 4th Feb)

We anticipate a lot of interest in this post, we will inform all unsuccessful applicants by email; however, we are sorry that we are unable to offer individual feedback to anyone who is not invited for interview.

The Training Exchange is an independent company with a 21 year track record of delivering professional training and consultancy for people who work in health and social care, housing and homelessness, criminal justice, youth and community, education, and workplace wellbeing settings. We are specialists in training in Drugs & Alcohol, Mental Health & Wellbeing and Complex Needs.

To find out more about us, have a look at our website: www.trainingexchange.org.uk (soon to be replaced)



an independent training & consultancy service

The Training Exchange Ltd
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