



Title: Training Coordinator

Reports to: Training & Development Manager

Responsibilities

- To provide coordination and administrative support to the Domestic Homicide Review (DHR) Chair training project
- Tasks will include, but are not limited to,
 - setting up and marketing of courses.
 - manage delegate applications, prioritisation & tracking of bookings.
 - monitoring & responding to delegate and speaker queries.
 - distribution of pre & post-course information.
 - providing online support for trainer.
 - maintaining various databases / records of contacts.
 - administration & tracking of delegate assessment related paperwork.
 - liaise with trainers, guest speakers & assessors involved in the delivery of the training & assessment of the delegates.
 - collate accurate data and evaluation feedback to report back to funders.
 - work with the project manager to ensure the continued delivery in line with funder requirements.
- Provide supplementary support to the Training Team Manager (this would be up to 1 day per week).
- Undertake any other duties commensurate with the general level of responsibility of the post.
- AAFDA is a small, busy charity, and all staff contribute to the general running of the organisation in addition to their specific role activities.



Person Specification

Skills and Personal Attributes required:

- Exceptional organisational skills, attention to detail and ability to prioritise.
- Approachable and non-judgemental
- Excellent listening, verbal and written communication skills
- Ability to work both with minimal supervision and within the wider team.
- Experience reading and comprehending data and succinctly presenting key information in written form.
- Excellent IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, SharePoint and PowerPoint) and ability to use the internet.
- Experience of online tools such as Mailchimp, Eventbrite, Zoom, Teams, Vimeo, and editing websites.
- Experience of coordinating projects complying with funders criteria.
- Ability to quickly adapt to changing priorities.
- Experience of coordinating training programmes or other relevant project experience.
- Dedicated to preventing and ultimately ending domestic abuse.
- Understanding of and commitment to equality, diversity and inclusion.