



NGY myplace
29-31 Castle Gate
Nottingham
NG1 7AR
Tel 0115 952 5040
Fax 0115 9525080
info@base51.org.uk
www.base51.org.uk

Base 51

Title of Post:	Training Academy Coordinator
Responsible to:	Base 51 Chief Executive
Hours:	25 hours per week
Salary:	£28,860 per annum (pro rata) /£19,500 actual
Job Purpose:	<p>To work as an integral and flexible member of the Base 51 team with responsibility for the co-ordination of the training academy including:</p> <ul style="list-style-type: none">• Learner registration• Funding and bursaries• Promoting programmes and liaising with external organisations• Academy administration including finance

MAIN TASKS

1. To be responsible for the co-ordination and delivery of Academy training programmes.
2. To respond to enquiries for training places from external organisations and individuals
3. To identify funding for learners and manage bursaries and grant returns
4. To promote programmes and work with marketing resources to ensure a professional and current brochure is available
5. To take a lead role in representing Base 51 on multi agency groups and consortia as appropriate and in relation to the Base 51 Training Academy.



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CORE TASKS (Management)

Communication

- Be able to communicate and engage with staff (paid and voluntary) at all levels appropriate to individual needs.
- Be the 'bridge' between learners, tutors, funders and the leadership team of Base 51
- Ensure learners have a voice within Base 51.

Sharing Information

- To share information appropriately as per Safeguarding and CAF (Common Assessment Framework) guidelines within the Base 51 Policy and Procedures.
- Ensure the maintenance, at all levels, of confidentiality in relation to agreed organisational policy.
- In all aspects of work, tasks will be carried out in a way that reflects the ethos of the organisation, which is committed to diversity, and equality of opportunity.

Administration

- To ensure all monitoring and records are kept up to date, secure and used appropriately.
- To provide information and reports as requested.
- To provide timely information to the Skills and Education Group in respect of learner information and any Centre updates
- To source learner bursaries and maintain accurate and compliant records



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ORGANISATIONAL RESPONSIBILITIES

- To support the formulation and on-going review of Base 51 policies and working protocols as appropriate to your service area.
- To organise, plan, prioritise and evaluate your work in negotiation with your Line Manager.
- To attend management meetings, team meetings, centre meetings and when required, Board meetings.
- To promote Base 51 to visitors to the centre, external agencies, funders and partners.
- To attend meetings as a representative of Base 51 as required.
- To comply with all Base 51 policies and procedures.

Training and development Co-ordinator Person Specification	
Training Management	
To demonstrate the skills of planning, organising & managing staff and resources to deliver a training and development service effectively	A/I
Budget Management	
Knowledge of managing budget income and expenditure and working within the constraints of an allocated budget	A/I
Excellent Communication and Networking Skills	



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Evidence of effective written skills including the ability to provide reports, present and disseminate key information to project partners and funders.	A/I
Evidence of effective oral communication skills including presentational and promotional skills.	A/I/T
To have the ability to integrate key policy areas effectively and to think strategically in linking relevant strategies.	A/I
IT Skills	
To have good word processing skills. Be confident in using word, excel, power point and office management systems.	A/I
Time/Workload Management	
To be able to plan work in order to meet deadlines, project targets and objectives.	A/I
To have the ability to be self-motivated and manage work independently.	A/I
Academy Development and Delivery	
To have the ability to think creatively, to identify and initiate development opportunities	A/I
To have the awareness of what is required to deliver a training and development service.	A/I
	A/I