



ISCVE Limited
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& Visual Engineers

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ECS Scheme Administrator Job Description

Responsibilities include, but are not limited to:

ECS Card Scheme

- Support applicants with guidance on how to order assessments and cards by telephone or email
- Issue instructions to applicants
- Check personal data from orders, ie, photo, photo ID, NI number
- Process orders through ECS portal
- Raise any queries or technical issues with ECS team
- Invigilate non-remote assessment sessions where necessary
- Post ECS cards to ISCVE members
- Chase up overdue invoices for ECS orders
- Manage renewals

Events

- Exhibitions
 - Attendance and stand cover at some exhibitions as and when required.
- ISCVEx
 - Assist with administration leading up to the event.
 - Attend event and assist with logistics.
- Other events
 - Attend other events as and when necessary for the benefit of ISCVE, ie, networking events.

Training

- Administer training courses for ECS Electrical Safety Unit
- Back-up administration cover for Training

Other

- Any other ad-hoc duties to assist the Business Manager