



ISCVE Limited
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Training Administrator Job Description

Responsibilities include, but are not limited to:

Training

- Liaise with the Training Committee Chairman and committee members
- Liaise with Training Presenters
- Create annual training plan
- Monitor, collate and contact 'Register your Interest' applicants
- Identify new mailing lists for marketing
- Co-ordinate course content for existing and new courses
- Monitor any updates to existing courses
- Maintain and update website training course listings
- Create online booking events and liaise with marketing support for promotion via eNewsletter, emails and social media
- Set dates, book venues, arrange catering
- Organise printing of workbooks, assessment questions and feedback forms
- Print certificates of attendance or achievement
- Share feedback with training committee and address any issues
- Arrange couriers to deliver equipment and delegate packs
- Manage bookings, confirm to delegates and presenters
- Occasional attendance at training courses to film bitesize video clips for marketing
- Provide in-house training quotations
- Log all training records for members
- Liaise with CPD and ensure all courses are CPD approved
- Manage members' own CPD records and identify development areas, such as membership upgrades, training etc.

Events

- Exhibitions
 - Administration and attendance with stand cover at 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.

ECS Card Scheme

- Back-up administration cover for ECS Scheme assessments and card orders.

Other

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