

Course & Project Resources Co-ordinator Job Description and Person Specification

Position Details

Position: Resources Co-ordinator	Location: Olney, Bucks	Reporting to: Creative Director & CEO
Salary: to be discussed	Contract: Part-time	Hours per week: 6 – flexible schedule

Job Type: Permanent - upon passing 3-month probation

Job Description	Person Specification
<p>An administrative role supporting the running of Event, Crowded Space and Leadership Courses, from initiation through to closure and review. Working on ad hoc projects as and when necessary.</p> <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • Preparing course resource packs • Distributing pre-course reading • Communicating with clients/tutors • Collating booking forms • General filing • Database upkeep • Helping with projects • Updating procedures where appropriate 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Strong levels of personal integrity and commitment to confidentiality • Excellent communication skills • Good computer skills • Ability to co-ordinate and prioritise workload • Willingness to learn • Willing to work a small number of extra hours during busy periods <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Be interested in the work of the company • Happy to attend team Away Days <p>This is an office-based role of 6 hours work per week. The days and times of the working hours are flexible within our standard working week of Monday to Thursday, 9am to 3pm. Applications welcomed from those aged 16 and above.</p>

Thank you for taking the time to apply for this role. We will be in contact with those who are selected for the interview stage.