

Training Assistant Recruitment

CLOSING DATE 25th March 2024

COSRT.ORG.UK INFO@COSRT.ORG.UK TWITTER: @COSRTNEWS

ROLE

External Contractor - Training Support

LOCATION

Remote with flexibility to attend in-person events if needed.

RENUMERATION

This is a contractor position. The successful applicant will provide services on an hourly and/or daily basis across the year.

WHAT WE ARE LOOKING FOR

We are looking for someone to join our team, working remotely to assist in setting up and delivering our training offer. This includes conferences, online seminars, and self-access classes.

PERSON SPECIFICATION

The applicant must have:

- Experience of setting up and managing large-scale zoom meetings.
- The ability to research and identify potential training topics and trainers.
- The ability to confidently work with websites and platforms such as Learndash to support all aspects of training administration.
- Excellent written and oral communication skills.
- An understanding of COSRT's aims and objectives and a demonstrable interest in the issues we work on.

It will also be advantageous if the applicant has:

- Experience of video editing.
- An understanding of models for CPD and associated quality standards.

WHAT'S INVOLVED

The successful candidate will be involved in all aspects of our training delivery, including:

- Exploring and profiling potential trainers.
- Managing online seminars including breakout rooms, polls, participant management, chat function and housekeeping.
- Supporting the set up and delivery of large conferences (online and in-person) including registrations, liaising with trainers and attendees, and wider tasks.
- Editing videos to create self-access classes ready for publication.
- Setting up self-access classes within relevant online platforms.

NEXT STEPS

To apply, please send your CV and a cover letter (max two pages) that demonstrates your suitability for the role to john.dodd@cosrt.org.uk.

The final deadline for applications is 9am Monday 25th March.

Please note we will be shortlisting and carrying out interviews on an ongoing basis and may appoint before the deadline.



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