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## Job Description: Training Centre Coordinator

**Reporting to** – Training Centre Manager

**Place of work** – Liverpool Street, London, E1

**Hours of work** – 8.30 to 17.00

**Contract** – fixed term until 31 March 2021 with possible 2-year extension

**Salary** – £25,500 p.a.

Ruth Miskin Training have won a competitive bid process to run the Department for Education's English Hub Training Centre. The national English Hubs programme is made up of 34 schools with a strong track record in teaching children to read, as well as promoting a love of reading. The Training Centre will train and support 180 teachers, appointed by the hubs, to become literacy specialists. These literacy specialists will support teachers working in some of the most disadvantaged areas in the UK. They will support local schools with excellent teaching in phonics, early reading, early language development and building a culture of reading in Reception and Key Stage 1.

The Training Centre Coordinator will assist the Manager to implement contract delivery.

### Responsibilities

- Liaise with trainers and organise diary dates to train and support literacy specialists
- Communicate by email and phone with DfE, English Hubs, phonic programme providers, and other partners
- Ensure data on online portal is up-to-date and accurate for English Hubs and supported schools
- Coordinate content for the online portal
- Maintain schedules of work and milestone plans to enable accurate reporting and invoicing
- Assist in compiling monthly reports on activity and financials for DfE
- Liaise with internal and external stakeholders to ensure training events, quality assurance days, and data collection systems run smoothly
- Set up meetings and training events – book and maintain relationships with training venues, negotiating all requirements
- Manage bookings on training events – ensure registers are accurate and keep venues informed of numbers
- Send out surveys and evaluations, summarise and report to stakeholders
- Carry out general administrative tasks

### **Skills and qualities required for this role**

- Ability to work independently with speed and accuracy
- Ability to work well within a team
- Exceptional administrative skills – planning, organising and prioritising
- Good communication skills, both verbal and written
- Rigorous approach, seeking clarity and efficiency
- Ability to maintain strong, solution-based relationships with high level stakeholders and colleagues
- Proficient IT skills – Word and Excel; database experience; minimum typing speed of 40wpm

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Coordinators will be expected to comply with any reasonable request from the Manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Training Centre Manager and Training Centre Coordinator.