

## **JOB VACANCY**

**ADMINISTRATOR / TRAINING CO-ORDINATOR (Part time 15 hours per week)**

**£20,000 pro rata (£8,600)**

**Application by CV and covering letter by deadline of 5pm on Friday 20 Sept 2019**

### **The background**

Emotion Works was set up as a social enterprise in March 2013 by Claire Murray, an experienced teacher and educational consultant, and creator of the Emotion Works programme. The programme promotes emotional learning and literacy in schools, early years settings and other educational services. Emotion Works provides face-to-face training, resources and practitioner support to teachers and other educators to help them deliver the programme. In addition, our website has been developed over the past few years to incorporate online training and practice support that can be accessed by members.

Emotion Works is gaining increasing interest across Scotland as a resource and movement that supports educators to address literacy and emotional wellbeing goals within the context of Curriculum for Excellence, GIRFEC and the Scottish Attainment Challenge.

Our HQ is based on the Edinburgh College, Milton Road Site which is where the post will be based. However, we have recently appointed a team of trainers working remotely in 6 locations across Scotland, and we are in the process of setting up a number of satellite 'classrooms' offering local training and support to new recruits.

### **The role**

To help with the co-ordination of bookings and fulfilment of resources for our increasing number of trainings taking place on a weekly basis, we are now looking to recruit an experienced and highly organised Administrator/ Training co-ordinator.

### **The person**

We are looking for applicants who have proven skills and relevant experience in office administration and/or event co-ordination. You will need to be confident with a range of software

**Emotion Works CIC, Mouldsdale House**  
24D Milton Road East, Edinburgh, EH15 4NJ  
**0131 669 1122    [hello@emotionworks.org.uk](mailto:hello@emotionworks.org.uk)**

and web-based communication. Familiarity with using Excel, Word Press, Eventbrite, Facebook and Twitter is desirable.

You will have well-developed organisational skills, a high level of accuracy and attention to detail, and a friendly and supportive approach to trainers, customers and stakeholders.

It is essential that you have the confidence and initiative to work with minimum supervision, and to be willing to take on a varied workload, as needed in a small but growing organisation. We are looking for someone to be a positive and integral part of our team.

## Areas of responsibility

*The Administrator / Training Co-ordinator will...*

1. be the first point of contact for incoming training enquiries via telephone, email and online enquiries
2. be responsible for overseeing the booking process for customers alongside the ordering and fulfilment of resource orders
3. work closely to support the scheduling of engagements for the team of trainers
4. assist with the preparation for various events, conferences and other engagements that may be scheduled from time to time
5. arrange and book travel arrangements, and provide other administration support to trainers and other members of the Emotion Works team

## Expectations

*The Administrator / Training Co-ordinator will be expected to:*

- Work as a key member of the team and contribute positively to the growth and development of Emotion Works
- Promote the activities, products and values of Emotion Works
- Be prepared to work independently in the office on their own and to be a keyholder.
- Be prepared to undertake professional development activities and attend training events to build their skills relating to the job
- Undertake all activities in compliance with Emotion Work's policies and procedures, and best practice in office management

## Terms & Conditions

The salary is paid monthly in arrears and will be £20,000 on a pro-rata basis for the part time hours. The holiday allowance is 25 days plus public holidays also on a pro rata basis for the part time hours.

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All statutory conditions of employment will be honoured including an auto-enrolment pension scheme from commencement of employment.

The post will be based in our East Edinburgh office for a total of 15 hours per week, spanning a minimum of 4 days across the 5 day working week. There is scope for flexibility in deciding the timings of the hours.

The post is subject to a 3 month probationary period, and will be permanent, subject to continued funding, thereafter.

## **Applications**

To apply, please email your CV with a covering letter to [claire.murray@emotionworks.org.uk](mailto:claire.murray@emotionworks.org.uk) in PDF format.

Your covering letter should be no more than two sides of A4 explaining the reasons for your interest in the post and how you meet the specification. Please also tell us where you saw the position advertised.

**Your application should reach us no later than 5pm on Friday 20<sup>th</sup> September 2019**

If you need any more information please don't hesitate to get in touch.

We look forward to receiving your application.