

## Training Administrator

**Salary: £21,000 per annum (based on a 40-hour week)**

**Location: Woodbridge, Suffolk**



Lighthouse are looking for an approachable administrator to join our dynamic, expanding team. As part of the team, you will be instrumental in ensuring the smooth-running of our various training workshops and programmes.

We are a training company that specialises in the design and delivery of impactful, long-lasting leadership and management development programmes. We are currently working with a diverse range of organisations, across multiple sectors, helping to develop engaging, inspiring and resourceful managers who, in turn, make their place of work enjoyable for those they lead and manage.

Delivering a range of qualifications, including apprenticeships, we have quickly become the provider of choice for our growing list of clients, many of whom we have partnered with for many years.

### **The Training Administrator role includes:**

- Co-ordinating diaries
- Creating and issuing training materials
- Answering delegates' queries via telephone and email
- Proof reading
- Maintaining documentation (electronic)
- Maintaining e-learning portals and resources
- Issuing Psychometric tools and collating responses

### **Desired Skills**

- Comfortable communication skills
- Excellent proof-reading skills
- Good priority management
- Ability to build good working relationships
- Ability to adapt working style to achieve objectives
- Able to work as part of a team to provide a great customer experience
- Comfortable with change and able to work in an agile manner

### **Benefits**

- Salary £21,000 per annum (based on a 40-hour week)
- Opportunity for personal and professional development
- Private Health Care
- Death in Service Benefit
- Matched pension contributions
- Regular Team Days
- 22 days holiday plus bank holidays and closedown over Christmas

This is an office-based role, 25-30 hours per week (although full time would be considered) across days to be agreed within office opening hours:

Our core hours are 8am - 5pm, Monday – Friday. There would be flexibility with this role but we would need the successful candidate to be able to start by 8:30am at least 3 days a week.

We are based at Riduna Park, Melton just outside Woodbridge, which is near Ipswich, a very short walk to a railway station.

This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.