



JOB DESCRIPTION

POST TITLE: COMMERCIAL TRAINING CO-ORDINATOR
POST NUMBER: WREQ1661
GRADE: HAY SCALE

JOB PURPOSE

The post-holder will co-ordinate and deliver the short commercial training courses based at the new construction centre. The key functions of the role are to advertise, promote and manage the commercial bookings. The role will also be the first point of contact for customers and therefore exceptional customer service is a prerequisite for this post.

The role will initially report to the Head of Apprenticeship Sales and Recruitment and will work closely with the Construction Centre Manager to support development of this provision. The role will be key to the college's vision for a highly successful Apprenticeship and Commercial operation that will position Weston College strongly for future income generation.

KEY DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible for the following:

- Advertising and promotion of commercial training, working alongside business development and marketing teams, by developing a proactive and entrepreneurial approach to engaging business;
- Managing and administering the delegate commercial booking system;
- Providing excellent customer service via email, telephone and in person;
- Meeting and greeting customers;
- Supporting our training teams to set up rooms, plus administration of managing room and classroom bookings;
- Arranging customer and delegate follow up;
- Feedback on LMI and market opportunities and work with Head of Apprenticeship Sales and Recruitment and curriculum teams to develop a business case for new provision that is cost effective and deliverable meeting minimum contribution;
- Provide monthly report on activity and contribute at meetings;
- Any other duties commensurate with the grade of post.



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GENERIC DUTIES

- Proactive and professional approach to all engagement activity across College;
- Ensure College administrative procedures are carried out and all activity is recorded on relevant database;
- Provide servicing to other College groups as and when required;
- Assisting with career and network events.

SUPERVISORY RESPONSIBILITY

None.

SUPERVISION RECEIVED

The post-holder will report to the Head of Apprenticeship Sales and Recruitment.

CONTACTS

Internal and external clients and employers, staff within the organisation especially faculty staff.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service applies.

SALARY

Hay 9 Scale, Point 22 to 26: £20,961.00 to £23,744.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Please note that these hours are allocated over 6 days per week, Monday to Saturday, depending on commercial bookings.

Annual leave: 281.5 hours per annum, inclusive to statutory bank holidays (actual).

The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Skills and experience of working within a fast-paced environment.	✓	
Excellent verbal and written skills.	✓	
Demonstrable and excellent organisation skills.	✓	
Excellent interpersonal, customer service and communication skills.	✓	
Ability to work towards targets for self and others.	✓	
Ability to work to deadlines and priorities and manage a busy workload.	✓	
Proactive and problem solving.	✓	
Full driving licence.	✓	