



Training Co-ordinator - Part time

Hours – 20 hours per week

Salary Scale P61 £22,610 per annum pro rata

The post holder will be required to co-ordinate, develop and promote training courses throughout the locality to businesses, schools, community groups and individuals. In conjunction with this role, the post holder will also be required to support the EDAS Trainers and the EDAS Learning Centre with administration duties and liaising with colleges and universities. You will be required to develop links with ethnic minority community groups and people in recovery from substance misuse, with the aim of promoting training for these groups of individuals to attain accredited level qualifications in Drug Awareness.

The successful candidate will have;

- Knowledge of drugs and alcohol and the complexities of addiction would be an advantage
- Excellent communication and networking skills
- Experience in marketing and promotion (Essential)
- Experience in the co-ordination, delivery and administration of training courses
- Computer skills in Microsoft PowerPoint, Publisher, Word and Excel
- Experience of working with ethnic minority groups (desirable)
- A full driving licence and daily use of a car

For an application form www.edasuk.org or for more information please contact H.R. Manager on 01202 710616 or jenny.stpierre@edasuk.org Closing Date: 27th January 2012