**ESSENTIAL JOB DUTIES/SCOPE OF WORK:**

* Act as the main focal point of contact for all Training related enquiries, answering the telephone and emails, and greeting delegates.
* Assist the team with the building of training schedules for all types of training requests.
* Support trainers in the delivery of training sessions through organization of necessary materials, facilities, equipment and refreshments.
* Schedule the dates of training sessions in coordination with the trainer and project manager, also schedule trainees onto appropriate training sessions.
* Produce joining instructions and confirmation letters for delegates.
* Generate reports to support specific requests –e.g. attendances, numbers to be trained, and total of absentees by training session, role and department/organization.
* Carry out the facilitation of training sessions to be determined by the project manager.
* Ensure training facilities/spaces are kept tidy and ready for use. Organize documents/reports/presentations, and compile statistical charts and tables.
* Maintain stock levels of training materials, administration forms, monitoring and evaluation tools, awareness and health promotion materials and delegates refreshments.
* Produce and maintain awareness and health promotion materials, e.g. brochure, and flyers/posters.
* Input training needs analysis data to generate reports to support specific training requests.
* Undertake any additional, non-routine or amended duties appropriate to the post, as may be required by DAMA or project manager.