

Training Assistant Recruitment

CLOSING DATE 25th April 2024

COSRT.ORG.UK INFO@COSRT.ORG.UK TWITTER: @COSRTNEWS

ROLE

COSRT Training Assistant

WHAT WE ARE LOOKING FOR

We are looking for someone to join our team, working remotely to assist in setting up and delivering our training offer. This includes conferences, online seminars, and self-access classes.

WHAT'S INVOLVED

The successful candidate will be involved in key aspects of our training delivery, including:

- Managing online seminars including breakout rooms, polls, participant management, chat function and housekeeping.
- Supporting the set up and delivery of large conferences (online and in-person) including registrations, liaising with trainers and attendees, and wider tasks.
- Editing videos to create self-access classes ready for publication.
- Setting up self-access classes within relevant online platforms.
- Updating social media with details of training events and offers.

PERSON SPECIFICATION

The applicant must have:

- The skills needed to set up and administer Zoom-based seminars.
- Experience in designing and publishing high impact social media posts across platforms such as LinkedIn, X, Facebook and Instagram.

- The ability to confidently work with websites and platforms such as Learndash to support all aspects of training administration.
- Excellent written and oral communication skills.
- An understanding of COSRT's aims and objectives and a demonstrable interest in the issues we work on.

It will also be advantageous if the applicant has:

- The ability to edit videos using software packages.
- An understanding of models for CPD and associated quality standards.

LOCATION

Remote.

HOURS AND RENUMERATION

The position is based on an independent contractor agreement, with remuneration set at a competitive daily rate. It is anticipated that the overall key commitment will be between 20 and 30 days per year. This is, however, flexible and subject to discussion and planning with the candidate.

NEXT STEPS

To apply, please send your CV and a cover letter (max two pages) that demonstrates your suitability for the role to john.dodd@cosrt.org.uk by 9am 25th April 2024.

Please note we will be shortlisting and carrying out interviews on an ongoing basis and may appoint before the deadline.



cosrt
College of Sexual and Relationship Therapists