



## Job Description and Person Specification Learning Administrator (Training Team)

**POST:** Learning Administrator (Training Team)  
**LOCATION:** Sheffield  
**GRADE:** 4; £26,775 (FTE) £13,387.50 (Actual) per year  
**HOURS:** 17.5 hours per week  
**CONTRACT:** Fixed-term until 31<sup>st</sup> March 2026

### **Purpose of the Job:**

To be the first point of contact for the project's training function.  
To provide high quality administrative support to ensure the smooth running of the Project's training activities.

### **Main Duties:**

Provision of administrative services across the training programme, including:

- Being the first point of contact for training-relevant enquiries
- Keeping appropriate, accurate and up-to-date records
- Producing quality documents including publicity, reports and correspondence
- Processing incoming and outgoing communications
- Photocopying/scanning, faxing and filing relevant documentation
- Arranging for maintenance of office/computer equipment as required
- Supporting Trainers as and when required in using systems and equipment
- Maintaining databases and excel spreadsheets as appropriate.

**Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by our Code of Conduct, health and safety and HR Policies.**

**PERSON SPECIFICATION**

Listed below are the knowledge, experience, skills and values you'll need to do this job. We will assess these through your application or through tests or interviews after shortlisting.

<b>Knowledge</b>	<b>Method</b>
Good levels of literacy and numeracy and be capable of accurately recording personal and confidential information.	<b>Application and Assessment</b>
Practical knowledge of the challenges facing people who have difficulties relating to drug or alcohol use.	<b>Application</b>
Strong communication skills, both written and verbal.	<b>Application and Assessment</b>
<b>Experience</b>	
Experience of working with a broad range of individuals in a people-facing role.	<b>Application</b>
Confident use of technology and software to include IT systems, Microsoft Office products and web-based/video calling.	<b>Application and Assessment</b>
Experience of processing and maintaining personal and confidential records.	<b>Application</b>
<b>Skills</b>	
Ability to effectively manage conflict.	<b>Assessment</b>
Ability to prioritise and support a complex workload	<b>Assessment</b>
<b>Values</b>	
A firm belief that all people matter.	<b>Assessment</b>
An evidenced belief that everyone can change.	<b>Assessment</b>
A track record of delivering on your commitments.	<b>Assessment</b>
A personal commitment to equality, diversity and inclusion.	<b>Assessment</b>

**ROLE SPECIFIC ATTRIBUTES**

<b>X</b>	Experience of working in an administrative or customer service environment.	<b>Application</b>
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