



Job Title: Training and Events Coordinator

Part Time: 20 hours / week

Reports to: BARTA Director

Location: Working from home with occasional requirement to attend UK wide events and team meetings, with our core team near Southampton and our parent charity in Buckinghamshire.

Salary: £22,000 pro rata (£11.28 per hour)

Holiday: 25 days pro rata (based on individual agreed working arrangements)

Benefits: Simply Health plan and pension

Overview:

A key component of this post is to support the delivery of training, workshops and seminars for the British Animal Rescue and Trauma Care Association (BARTA)

BARTA is part of The Horse Trust and is the national coordinating body for Incidents Involving Animals. We provide training, support, advice and direction to emergency responders and agencies that support emergencies and disasters where animals are impacted.

BARTA works with national and international stakeholders from the emergency services, veterinary associations and leading welfare charities. Read more about our work at: www.bartacic.org

Key responsibilities

You will be the main point of contact for organisations looking for advice and training, directing them to the most appropriate person within the wider team, identifying suitable programmed courses or working with the BARTA team to develop bespoke opportunities within our highly flexible delivery models.

There will be a high degree of customer care required, with organisations reaching out for the first time, or returning for continued access to information and training.

You will support the delivery of courses through organising availability of instructors, booking resources and liaising with clients and venues to ensure the smooth delivery of training in a range of locations.

You will support the finance team to ensure purchase orders are available for invoicing and ensure efficient management of resources to support budgetary targets. You will provide ongoing support to the team and clients through effectively managing the BARTA calendar and maximising new opportunities where capacity allows.

You will also support the publicity of BARTA's work through social media and acting as an ambassador during events and through liaison with industry professionals.

Person Specification	Essential	Desirable
Personal organisation and time management	•	
Communication skills with internal and external stakeholders	•	
Use of IT software and systems such as Google Drive, Microsoft Office tools, Xero accounting, Booking systems	•	
Use of social media platforms	•	
Flexible working hours to support course delivery	•	
Event organising experience	•	
Knowledge of emergency services or previous experience in the sector		•
Administration qualifications and/or experience		•
Data inputting for eLearning platforms		•

Operational requirements	Detail
Point of contact for email or telephone course enquiries	<ul style="list-style-type: none"> ● Discuss dates and costings dependant on organisational requirements ● Provide ongoing engagement and updates ● Prioritise and disseminate email enquiries to team members ● Support client and potential client information and engagement ● Follow up leads or those on waiting lists
Supply information for procurement teams and liaise with BARTA finance officers	<ul style="list-style-type: none"> ● Liaise with organisational finance depts ● Provide supplier set up information ● Ensure Purchase Orders are initiated ● Liaise with Horse Trust bookkeeper and coordinate purchase orders for invoicing ● Monitor progress of payments
Organise course logistics, including booking resources for courses and instructors. Act as liaison for courses and post course contact	<ul style="list-style-type: none"> ● Book hotels and vehicles for travel ● Book vehicles for course exercises ● Book instructors and additional resources for courses including catering ● Liaise with course lead and venue to ensure all resources available and ready ● Provide joining instructions for delegates ● Maximise course participation by liaison with clients ● Ensure cleaners booked for facilities ● Ensure no diary clashes with Horse Trust facilities ● Post course filing - receipts/gdpr forms/delegate feedback collation ● Procure instructor PPE and uniform
Support planning and monitor events and course activity	<ul style="list-style-type: none"> ● Planning with team and management of BARTA diary ● Ensuring no diary conflicts and instructors available for planned events ● Monitor expenditure ● Track course admin and actions
Marketing and communications	<ul style="list-style-type: none"> ● Promote Barta activity through information and social media platforms