



# Careers

## **Training and Database Administrator**

*Open to some flexibility, based in London*

The primary focus will be to support the Training Department in all aspects of administration and manage the data on the security department's database. Working closely with the National Head of Training and the National Training and Recruitment Co-ordinator your work will be split between ensuring the smooth running of the Training Department in conjunction with focussing on database administration.

### **Duties include:**

- Plan, organise and administer all training courses and participant interview sessions
- Monitor courses and deal with any issues regarding the participants
- Regularly inputting new applications and updating volunteer's records with any change of details
- Regularly input registers, medical and injury forms
- Liaison with volunteers and other departments when required
- Assisting on volunteer events.
- Cleanse the existing database of old and duplicated data
- To present data to findings back to management in graphical formats
- Responsible for maintaining all new data
- To run data reports as requested

### **The ideal candidate should have:**

- Strong organisational skills
- Excellent IT skills
- The ability to use your initiative when planning your own work
- Experience of successfully managing pressure and conflicting demands
- Able to handle heavy workloads and prioritise tasks
- The ability to accept, understand and follow through on instructions
- Discretion and respect for confidentiality
- A pleasant, confident telephone manner

Applicants are invited to submit their CV together with covering letter to [careers@cst.org.uk](mailto:careers@cst.org.uk), writing 'Training and Database Administrator in the subject heading.

Closing date for applications: 28 February 2020 but may close earlier if a suitable candidate is found.