



#### Course Scheduler

- Effective Communicator
- Able to create and maintain rapport
- Organised
- Logical
- Able to prioritise
- Intermediate use of word and excel
- Systematic
- Good interpersonal skills

To be responsible for bringing timetabling a national programme of courses

Assess where the most effecting training will be required geographically

Update the training system.

Ensure future trainer's timetables are collected regularly.

Provide contingency plans for each course in the event there is an issue with the venue or the trainer.

Ensure that the courses are set up according to demand

Send out timely joining instructions.

Work with the Area Event Coordinators to determine where courses should be scheduled.

Any other tasks that may be required.