

## **EVENTS AND TRAINING CO-ORDINATOR**

The National Council for the Training of Journalists (NCTJ) is looking for an enthusiastic co-ordinator to join its Journalism Skills Academy and events teams.

The NCTJ is the media industry's training charity, a professional body, awarding organisation and training provider for journalists.

The successful candidate will play a critical role in the operations of our Journalism Skills Academy as we scale up the initiative. At the heart of the new academy is an online platform that provides a one-stop shop for journalists at all stages of their careers to develop their skills and knowledge.

The ideal candidate will have great administrative skills, a passion for journalism and the media, and an interest in people and giving outstanding customer service. Prior experience in a learning and development environment and an interest in sales and marketing will be an advantage.

There will be an opportunity to assist with the ongoing development of online training materials so an aptitude and interest in digital skills will be a real advantage too. You'll also be involved in administering our events, awards and office facilities and there will be an opportunity to work on special projects.

The enthusiasm, commitment and potential to be a successful member of our dedicated team and a positive approach are also really important to us.

In return for your hard work, we provide a competitive salary, a great team-working culture and help to develop your skills and experience.

### **Key responsibilities**

Reporting to our Journalism Skills Academy manager and head of marketing and communications, the main areas of responsibility are:

- ❖ To coordinate, administer and sell NCTJ distance learning programmes, training courses, masterclasses, events and resources (including e-learning courses, webinars, interactive quizzes, static resources and in-person seminars).
- ❖ To provide planning, administrative and logistical support for NCTJ events.
- ❖ To administer NCTJ awards and prizes, including liaison with judges and sponsors, and shortlisted students and journalists.
- ❖ To assist with office facilities matters and special projects and to support the work of the head of the JSA, JSA manager and the head of marketing and communications.

### **About you**

The NCTJ is looking for someone with the confidence and skills to contribute to the work of the JSA and the organisation of our events and awards. You must be able to plan ahead, be thorough and have an excellent eye for detail – and you must also be able to think on your feet. You will bring creative new ideas to the team and be able to multi-task, prioritise and work efficiently to tight deadlines.

Good administrative experience is vital but we don't expect you to know everything. We are looking for someone who has a positive and proactive attitude and an appetite to learn and progress.

Experience with Moodle – or a similar e-learning platform – is an advantage but not a prerequisite. You will have a friendly and professional manner in communicating with learners, tutors and the NCTJ team. You will be responsible for processing learner orders and taking bookings so understanding customer needs is vital.

Successful candidates will enjoy dealing with people at all levels who come from a range of different backgrounds and all walks of life. You'll be communicating with learners, journalists, editors, sponsors and industry executives on a daily basis so you'll need to combine professionalism and confidence with diplomacy and sensitivity.

In terms of progression in the role, for the right job holder, there will be future opportunities to assist with the production of online training materials and the marketing and promotion of courses and events.

All staff at the NCTJ must have an excellent standard of English and good writing ability as well as digital and IT skills.

### **Benefits**

This full-time post attracts an annual salary of c£25,000 (depending on experience) with probationary, annual and promotion salary reviews.

Other financial benefits include a five per cent employer pension contribution, life insurance, company bonus scheme and 25 days of holiday.

There are staff events and personal development training opportunities and a great working environment. The job is normally based at our lovely offices in the North Essex village of Newport near Saffron Walden. We promote work-life balance and support staff who have family responsibilities and particular needs.

### **How to apply**

Your curriculum vitae and covering letter, detailing why you would like to be considered for the position and stating your current salary, should be addressed to Sarah-Jayne Rix, head of marketing and communications. Please email your application to [info@nctj.com](mailto:info@nctj.com).

Applications must be sent to the NCTJ by the closing date of **Monday, 3 October 2022**.

### **Further information**

Please see the full job description for this role and our website for further information about the NCTJ.