



Job Specification

For: Early Careers Administrator

Ref: VR/01379

Job Description

Chatham, Kent

£20,000–£24,000 + Excellent Benefits

25–37 hours per week, negotiable subject to experience and availability

A great opportunity to join a collaborative and dynamic team, as an Early Careers Training and Project Support Administrator, supporting the delivery of high-quality training across specialist department areas. Full time or part time options available.

This is a great opportunity for an organised and proactive individual to support a varied training environment. You'll work closely with our leaders to keep training and project delivery on track.

Excellent benefits which include:

- Six weeks paid holiday, plus bank holidays (pro rata if part time)
- Generous contributory pension
- Funding for continuous professional development and personal growth
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- On-site gym

The company is committed to creating a diverse and inclusive workplace, all applications will be considered. We provide support through our Mental Health First Aid and Coaching and Mentoring schemes. We are Investors in People and ISO accredited, hold a Gold Award in the Medway Healthy Workplaces Programme, and have won multiple Health & Safety awards. We value professional growth and actively support continuous professional development, offering opportunities to gain qualifications and build skills.

The company is passionate about the success we deliver for our learners, our partners, and local communities, empowering our people to be ambitious, solution-focused, proactive, and creative thinkers. Our values, Commitment to learner success, Investment in People, Collaboration through partnership to achieve shared goals, Innovation to prepare for tomorrow, help us achieve our vision, to be the UK's most innovative training design and delivery partner, trusted by our customers to prepare them for tomorrow. We have a long and successful partnership contract based at the Royal School of Military Engineering, Brompton Barracks.

Your role:

- Provide administrative and logistical support to ensure the smooth delivery of training across the faculty

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- Coordinate and maintain essential training records and documentation
- Schedule and support key events including inductions, observations, assessments, and project activity
- Help manage quality assurance and health and safety documentation, ensuring compliance with internal processes
- Liaise with a wide range of stakeholders including staff, facilities, awarding bodies, and external visitors

25–37 hours per week, exact hours and salary to be negotiated based on experience and availability

Additional experience that may support your application:

- Strong organisational and time-management skills
- Confidence using Microsoft Office applications
- Experience managing documentation or records
- An eye for detail and a proactive approach to problem solving
- Familiarity with scheduling or coordination in a training or office environment
- Any experience supporting compliance processes, quality assurance, or health and safety documentation

Full Job Description is available on request.

Closing date – Friday 25th April 2025, although this may change subject to market conditions.

Armed Forces Covenant – We will offer guaranteed interviews to ex-military staff if they meet the selection criteria.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Compiled by : **Fiona Louch**
Compiled on : **04/10/25**

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