Internship Role	Trainee IT Systems Training Administrator
Placement at	Leeds Trinity University, Brownberrie Lane, Horsforth, Leeds LS18 5HD
Duration	12 months
Days/Hours	4 days work placement at the University, and 1 day study
You will receive monthly	£ 1,458 Training Allowance
How to apply	Send CV with Cover Letter to: info@pathyorkshire.co.uk
Closing	**Monday, 16 December 2024, 10 am**

About Leeds Trinity University

Leeds Trinity University is a renowned institution located in the heart of West Yorkshire, dedicated to providing a transformative educational experience.

With a rich history dating back to 1966, we have grown into a dynamic and inclusive community that champions academic excellence, personal growth, and professional success.

We offer state-of-the-art facilities, a supportive environment, and a strong sense of community, making it a great place for students and colleagues to thrive.

Purpose of the Internship

To offer administrative support and training opportunities to university staff. The role supports and encourages colleagues to improve their digital skills proficiency and confidence. This is achieved via training opportunities, resource creation, sharing of best practices and keeping abreast of the ever-changing educational landscape. Additionally, it will expose students to new technologies, allowing them to become familiar with the tools, therefore improving their own confidence.

Intern Duties and Responsibilities

1. IT Training administration (updating training trackers, sending out feedback forms etc).
2. Supporting staff DigiLearn completions (distributing resources, answering basic queries).
3. Opportunity to shadow and potentially deliver basic training sessions.
4. Assist with training resource creation.
5. Act as co-facilitator in online training sessions (e.g., managing the Q&A).
6. Supporting the IT Trainer with departmental growth (expanding the resource offering on the training portal).
7. Keep on top of emerging technological trends (webinars, MS Learn, LinkedIn Learning).
8. Form cross departmental stakeholder relationships.
9. Chance to act as a student rep for upcoming IT projects (e.g., accessibility, DEI, BDC).
10. To comply with all health, safety and wellbeing policies and procedures at all times and to take responsibility for promoting and safeguarding the welfare and protection of others.
11. To advocate, promote and advance equity and social justice within your work.

12. To support and contribute to achieving the University's student recruitment and retention objectives.
13. To carry out other duties, commensurate with the grade of the post, as may reasonably be directed by your line manager or designate after due consultation.

SELECTION CRITERIA

Applicants must be 19 years and above, living in Leeds, and from under-represented diverse communities.

QUALIFICATIONS & ATTAINMENTS	Essential	Desirable	Method of Assessment
Minimum of good basic education to GCSE level standard or Level 1 and Level 2. Or equivalent.	Yes		CV and Cover Letter
SKILLS & COMPETENCIES	**Essential**	**Desirable**	**Method of Assessment**
Excellent interpersonal and communication skills.	Yes		CV, Cover Letter, and Interview
Excellent organisational skills and time management.	Yes		CV, Cover Letter, and Interview
Experience of creating video guides.		Yes	CV, Cover Letter, and Interview
Ability to work effectively as part of a team.	Yes		CV, Cover Letter, and Interview
KNOWLEDGE & EXPERIENCES	**Essential**	**Desirable**	**Method of Assessment**
Good knowledge of Microsoft Office applications.	Yes		CV, Cover Letter, and Interview
An understanding of the importance of digital capability and confidence.	Yes		CV, Cover Letter, and Interview
Accuracy and attention to detail	Yes		CV, Cover Letter, and Interview
Experience of using online databases/systems.		Yes	CV, Cover Letter, and Interview
Stay up to date with emerging digital trends.	Yes		CV, Cover Letter, and Interview
BEHAVIOURAL & VALUES	**Essential**	**Desirable**	**Method of Assessment**
Able to handle customer enquiries appropriately, following guidelines.	Yes		CV, Cover Letter, and Interview