

ABCUL is the main trade association for credit unions in Great Britain. Credit unions are a fast growing part of the financial services sector providing savings, loans and insurances for more than 600,000 members. We are seeking to appoint the following for our Manchester City Centre office:

Training Co-ordinator

Salary: up to £17,000 plus 6% pension contribution

Contract: up to March 2011

This key position will be instrumental in maintaining and administering the training services offered by ABCUL. The post entails the administration of training activity including venues, trainers and production of materials as well as bookings, registrations and customer service.

The Training Co-ordinator will have:

- Experience of training or events administration including managing bookings and administration
- Excellent time and project management skills
- Experience of managing people and resources and working to tight deadlines
- Creative approach to problem solving

Project Support Administrator

Salary: up to £15,000 plus 6% pension contribution

Contract: up to March 2011

This post will play a key role in the administration and customer support of ABCUL training and events and is ideal for a person with excellent customer facing skills and project support experience

The Project Support Administrator will have:

- Proven skills in a customer facing environment
- Experience of training or events administration including managing bookings and administration
- Excellent time and project management skills
- Experience of managing people and resources and working to tight deadlines
- Creative approach to problem solving

Closing date: Fri 17 April 2009

Please email or phone or write for a recruitment pack:

Email: recruitment@abcul.org Tel: 0161 819 6930

ABCUL Head Office, Holyoake House, Hanover Street, Manchester M60 0AS