

Training Projects Administrator

Department	Training Team	Start	ASAP
Location	Lutterworth/Hybrid (4 days office / 1 day remote)	Reporting to	Training Manager
Hours	37.5 Hours per week Mon-Fri (9am-5pm)	Salary	£25,000

About the Role

There has never been a more exciting time to work in the energy efficiency industry, and Elmhurst is leading the way as the UK's largest training and accreditation provider for Energy Assessors. Working in the Energy Assessment industry offers an opportunity to make a positive impact on the world and working for Elmhurst provides a supportive and collaborative environment to do this.

The Training Projects Administrator role is based at our Head Office in Lutterworth with opportunities for hybrid working.

The addition of another Administrator to our team will ensure Elmhurst continues to be the leading experts for the delivery of training and in energy assessment services for the improvement of quality and performance of all buildings. The Administrator plays a key role in meeting our Vision to be the leading independent provider of training for building energy-performance expertise.

What can I expect to do in the role?

The Training Projects Administrator will be responsible for the end-to-end management of training projects, including bid support, stakeholder engagement, enrolment, administration, reporting, and KPI delivery. This role will also support the development of strategic partnerships to expand Elmhurst's training reach and impact.

- Lead the planning, execution, and reporting of training projects.
- Assist with administration, on-boarding and enrolment of learners to ensure successful delivery.
- Enrolling, on-boarding and engaging with learners.
- Develop and maintain project documentation, including timelines, budgets, and risk registers.
- Liaise with internal teams (training, operations, finance) to ensure smooth project delivery.
- Build and manage relationships with external partners, funders, and stakeholders.

- Monitor and report on KPIs and deliverables, ensuring compliance.
- Support the development of funding bids and tenders, including gathering evidence and writing contributions.
- Assist in the identification of new partnership opportunities aligned with Elmhurst's strategic goals.
- Represent Elmhurst at relevant meetings, events, and forums.

About you

People are what make Elmhurst great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

Our Ideal candidate will have:



- ✓ Proven experience in project management, ideally within training, education, or funded programmes.
- ✓ Experience in administering training delivery
- ✓ Passion for delivering high levels of customer service and good communication
- ✓ Strong organisational, administration and time management skills.
- ✓ Communication and stakeholder engagement abilities.
- ✓ Experience with reporting, monitoring KPIs, and managing budgets.
- ✓ Ability to work independently and collaboratively across teams.
- ✓ Proficient in Microsoft Office and project management tools

Preferred skills and qualifications:



- ✓ Experience in bid writing or tender submissions.
- ✓ You will be comfortable working with a range of IT software including Excel and Word.
- ✓ Knowledge of the energy efficiency or training sector.
- ✓ Familiarity with government-funded training schemes or qualifications frameworks.
- ✓ The ability to maintain good working relationships in a team environment
- ✓ Experience working with certified qualification courses and awarding bodies such as City & Guilds and the Awarding Body for the Build Environment (ABBE).

Application process

Our preferred application route is through our careers page on our website. Alternatively send your CV with introduction to HR@elmhurstenergy.co.uk

First stage: We like to start with an initial 10 to 15 minute telephone conversation. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further for both of us.

Interview: Successful candidates will then be invited to attend an in person interview at our offices in Lutterworth.

Benefits

As well as being part of a great team, here are some of the other great benefits of being a part of the Elmhurst team.



Receive a competitive salary

Opportunities for growth in pay and a company bonus.



Putting your health and wellbeing first

Private medical cover and BUPA cash plan available for all your health needs.



Giving you opportunities to grow

We invest in our people and continue to deliver training to help them grow and develop.



Keeping things flexible with remote working opportunities

Depending on the role, we have adapted to accommodate a hybrid way of working.



Get some much needed me time

25 days holiday. Not enough? Get more with our holiday purchase scheme.



Regular parties, lunches and office pizzas

Our social committee ensures that work is fun with team activities, and days out.