

## **AET Hub Administrator**

### **Role Summary**

It is recommended that all AET Hubs identify a Hub Administrator to support the administrative aspects of training programme delivery.

Support and training to develop confident use of the AET website is provided through regular webinars, a Hub Administrator manual and associated video guidance plus access to a Helpdesk.

Tasks include:

- Publicising training – adding events on the website / making use of the Marketing Tool Kit
- Associating relevant products and resources to training events
- Ordering delegate booklets/packs through the online shop
- Supporting trainers with access codes for updated training materials and verification passwords for each event
- Responding to requests/enquiries regarding training in the region
- Supporting delegates through the booking process, to access resources and complete online evaluation/attendance certificates.
- Providing monthly training delivery numbers

Whilst this is not a definitive list of the tasks involved in the role of AET Hub Administrator, it serves as a guide for new training partners to consider when making an application to become an AET Hub.