

Trinity College London is recruiting a Representative for Melbourne, Australia (Registered Exam Hub)

Trinity College London is an international awarding body with a longstanding history of offering its highly respected graded exams in Music, Rock & Pop and Drama in Melbourne.

Trinity is currently seeking a representative to operate on a consultancy basis as a Registered Exam Hub (REH), with the objective of enrolling candidates and administering Trinity digital and face-to-face exams in the region.

The REH Representative promotes Trinity exams, recruits and enrolls candidates, hosts exams in suitable venues, manages the exam day and sends out certificates. They play a vital role in Trinity's exam process, providing human contact for teachers, students and parents, and their local knowledge is invaluable.

About the role

As the Representative of a Registered Exam Hub, you would provide the following services:

- Conducting promotional activity in your area for Trinity exams and acting as the first point of contact for local teachers for queries, publicity materials, syllabuses and entry forms.
- Collecting entry forms and payment.
- Booking the session and enrolling candidates on the Trinity IT systems.
- Paying the entry fees to Trinity.
- For Face-to-face exam sessions:
 - Finding and booking suitable venues for face-to-face exams and setting dates for your sessions which dovetail, where possible, with those of nearby centres.
 - Organising exam session timetables via our IT system and sending out appointment information to applicants.
 - Arranging the steward(s) for the session and working with the examiner(s) on the day to ensure the general smooth running of the exam session. Please note that exam sessions may be in-person or digital and we will expect you to promote our Digital Grades and Diplomas to the same level as our face-to-face exams.
- After the exams, distributing all the reports, results and certificates. For digital exams you will be required to distribute certificates only, however they will be dispatched year-round, as candidates can enter for Digital Grades & Diplomas at any point in the year.

- Work with Trinity to resolve any issues or complaints from applicants or candidates, providing a high quality of customer service at all times.

You will be paid for these services on a commission basis calculated as a fixed percentage of the exam fees.

A centre representative may also be asked by Trinity to undertake the administration for local schools that wish to host private exam sessions for their own students on their premises and, again, this is paid for on a commission basis.

For more information about our venue requirements for centres, please visit our website [here](#).

About you

All REH Representatives must:

- Have excellent organisation and administrative skills.
- Be fully IT literate with the ability to learn new systems and processes (with support and training provided).
- Strong communication skills and ability to communicate effectively with teachers, examiners, parents and candidates using a range of communication tools (such as email, phone, social media etc).
- Strong knowledge of the education sector
- Have or obtain public liability insurance
- Ideally have experience of running events
- Be self-motivated, results driven and able to work collaboratively

How to Apply

If you feel you have the relevant subject expertise, enthusiasm and connections for operating as a Registered Exam Hub, then we would be very pleased to hear from you.

Applications for the Registered Exam Hub role are dealt with by:

Annemarie Gasparini
National Coordinator New Zealand and Australia
Annemarie.Gasparini@trinitycollege.com

Please apply by sending a copy of your CV together with a covering letter by **9 July 2023**.