

TLS Administrator Role Description

The main functions of the role are to:

- work with the Development and Support Officer (Training) who has overall responsibility for TLS.
- visit any person in Wessex Synod who is interested in undertaking a TLS course to explain the format. The names may come from the URC national administrator, by direct approach, or from one of the Development and Support Officers.
- maintain a current list of present and past TLS students and their course attainments.
- liaise with the Trust Bookkeeper to ensure that all students get the book grant and any agreed proportion of fees paid.
- visit the various tutor groups to observe how the students are progressing.
- help the Development and Support Officer (Training) in finding tutors.
- receive the Diarising entries for students and respond to them.
- help students or tutors with any problems that may arise.
- report to the Synod Development and Support Committee.
- liaise with National administrator.