



Trinity College London is recruiting regional Representatives, 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 Australia.

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. A majority of exams are digital, with face-to-face tours running at set session dates.

The REH Representative promotes Trinity exams, recruits and enrolls candidates, and for face-to-face sessions 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.

The role in more detail

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.
- Administering entry forms (enrolments) and payment.
- 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 and face-to-face exams.
- After the exams, distributing all the reports, results and certificates. For digital exams you will be required to distribute certificates.
- 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 majority of exams are digital which run throughout the whole year, face-to-face sessions usually run in November/December.

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

Personal Attributes

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

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 **15 December 2023**. We look forward to hearing from you.