**PEPERSON SPECIFICATION**

## Job Title: Senior Training Advisor – Upskilling the Health & Social Care Workforce Project

Essential requirements must be met on application form.

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| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL**  **CRITERIA** | **DESIRABLE**  **CRITERIA** |
| **Qualifications** | | |
| Adult learning teaching qualification PGCE or Cert Ed or equivalent |  |  |
| Educated to Degree level or equivalent and holding formal accredited subject specialisms in at least one of the following:   * Business Management * Advice & Guidance * Community Development * Health & Social Care * Leadership & Management * Leadership, Coaching & Mentoring * People related business skills * Public Health |  |  |
| Hold a formal Assessor Award |  |  |
| Hold an Internal Verifier Award |  |  |
| Evidenced Continuous Professional Development and willingness to continue to develop and learn |  |  |
| **Experience** | | |
| A proven track record of working within an accredited training centre |  |  |
| A strong capability of delivery of accredited training provision |  |  |
| Experience of developing new accredited training provision for the training centre and getting it approved by the Awarding Body |  |  |
| Experience of designing training materials and developing schemes of work, lesson plans, etc. |  |  |
| Experience of workforce development planning and delivery of person-centred approaches within the workplace |  |  |
| Experience of developing and delivering commercial training to organisations whether public, private or within the VCFSE Sector |  |  |
| Experience of maintaining accurate electronic and manual records relating to learners and ensuring that all the necessary paperwork is in place for funders or awarding bodies |  |  |
| **Skills & Knowledge** | | |
| Excellent communication skills including report writing, the ability to present written information clearly and concisely |  |  |
| Experience of communicating well across various teams |  |  |
| Knowledge and understanding of motivational techniques for learners |  |  |
| Excellent IT and data management skills |  |  |
| An understanding of how to match training materials to vocational standards and delivery models |  |  |
| Entrepreneurial attitude to identifying and meeting business needs |  |  |
| The skills and ability to deliver on-line training and use social media to support the learner experience |  |  |
| Up to date knowledge within your subject specialism |  |  |
| Skills and ability to develop marketing materials and sell your training offer |  |  |
| **Personal Attributes & Behaviour** | | |
| An ability to plan and manage work effectively to meet deadlines and achieve targets |  |  |
| Ability to travel independently |  |  |
| Supportive of the CVS mission, vision and values, especially around fairness and the values of fairness, equality and solidarity and striving to make a more equal society. |  |  |
| Ability to work flexibly and undertake evening or weekend work if and when required |  |  |
| Ability to be a team player and work outside your comfort zone when required |  |  |