**PERSON SPECIFICATION**

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

Essential requirements must be met on application form.

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL**  **CRITERIA** | **DESIRABLE**  **CRITERIA** |
| **Qualifications** | | |
| Adult learning teaching qualification PGCE or Cert Ed or DTTLS |  |  |
| 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 * Leadership / Business Management * Coaching & Mentoring * People related business skills * Public Health mental health or substance misuse * Digital Engagement/ Marketing Methodology |  |  |
| Hold one of the following TAQA, D32/D33, A1 |  |  |
| 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 in FE/HE/VCFSE and/or Commercial Environment |  |  |
| A strong capability of delivery of accredited training provision |  |  |
| Experience in target driven environment with the ability to meet and exceed personal targets |  |  |
| The ability to design training materials and develop schemes of work, lesson plans, individual learning plans and/or workforce development plans |  |  |
| Utilising technology and digital platforms to engage with individuals and organisations |  |  |
| Full understanding and experience of completing and evidencing compliance paperwork in line with funding organisation criteria, accurately and within a given timeframe, from start to end of customer journey. For example; External funding bodies, education governance, awarding bodies. |  |  |
| **Skills & Knowledge** | | |
| Excellent interpersonal skills with the ability to negotiate and influence decision makers and present information effectively. |  |  |
| Challenging negative attitudes, objection handling and improving motivation |  |  |
| Working with and helping to engage external partners with the contract |  |  |
| 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 |  |  |
| Up to date knowledge within your subject specialism |  |  |
| Skills and ability to develop marketing materials and promote your training offer |  |  |
| **Personal Attributes & Behaviour** | | |
| Resilient with strong initiative, proactive thought, solutions focused and diligent attitude to work |  |  |
| 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 |  |  |