**PERSON SPECIFICATION**

## Job Title: **Training and Relationship Manager**

Essential requirements must be met on application form.

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| REQUIREMENTS OF THE CANDIDATE | **ESSENTIAL****CRITERIA** | **DESIRABLE****CRITERIA** |
| **Qualifications** |
| Educated to degree level or equivalent |  |  |
| Hold a teaching qualification, formal Assessor or Internal Verifier Award |  |  |
| Evidence of continuous professional development and willingness to continue to learn, develop and grow |  |  |
| **Experience**  |
| Happy working in a target-driven environment with the ability to meet and exceed personal targets |  |  |
| Experience of delivering non-accredited workshops or classes |  |  |
| Experience of influencing and negotiating with decision makers |  |  |
| Experience developing projects  |  |  |
| Understands managing, monitoring and tracking of data |  |  |
| 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.  |  |  |
| **Skills & Knowledge** |
| Good knowledge of Lancashire and VCFSE organisations that operate within it.  |  |  |
| Excellent interpersonal skills with the ability to develop a network and present information effectively. |  |  |
| Confidence and ability to work diplomatically across all levels of organisations. |  |  |
| Ability to set up and manage events and collaborative networks  |  |  |
| Strong ICT and data management skills |  |  |
| Ability to deliver organisational diagnostics, skills audits and workforce development planning |  |  |
| Knowledge of the requirements of delivering European Structural Funds or other Government funds  |  |  |
| **Personal Attributes & Behaviour** |
| Able to identify and approach organisations within the VCFSE sector, public sectors and commercial sectors and persuade them to support your project or initiative |  |  |
| 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, 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 |  |  |