

## SKILLS DEVELOPMENT OFFICER PERSON SPECIFICATION



You will need to demonstrate in your application and at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of the desirable criteria will also assist you in your application. Your supporting statement should be concise, explain why you are suitable for the role with particular reference to the job description and person specification.

### Key

A = Application

P = Presentation

T = Test

I = Interview

Criteria	Requirement	Essential/ Desirable	Measurements
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Maths and English GCSE grade C or above (or equivalent).</li> <li>2. Recognised teaching qualification e.g. PTLLS, CTLLS, DTLLS, Cert ED, PGCE etc</li> <li>3. A commitment to undertake all necessary training for the role.</li> </ol>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A</p> <p>A</p> <p>AI</p>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of working with people to help to remove barriers and support progression into employment, education or training.</li> <li>2. Experience in educational delivery and have working knowledge within the training/education sector.</li> <li>3. Experience of 1:1 based delivery as well as high impact, engaging and interactive larger group training sessions.</li> <li>4. An understanding of curriculum design and assessment.</li> </ol>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. Experience with delivering information, advice &amp; guidance (IAG).</li> <li>2. Experience of working with vulnerable groups.</li> <li>3. Excellent knowledge of the local labour market, methods of recruitment and awareness of growth industries.</li> <li>4. An understanding of curriculum design and assessment.</li> <li>5. Understanding of NEET, DWP and other provision.</li> <li>6. Knowledge of sector-based work academies and local companies.</li> <li>7. The ability to work alone unsupervised and complete all tasks agreed within deadlines whilst maintaining high quality standards.</li> </ol>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>A</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
<b>Skills</b>	<ol style="list-style-type: none"> <li>1. Well-developed IT skills including, Word, Excel, Outlook, PowerPoint and online programmes</li> <li>2. Ability to work to Key performance indicators</li> <li>3. Ability to use multi-teaching strategies to adapt and cater for all learners within the programme</li> <li>4. Rapport building skills, professional and articulate</li> <li>5. The ability to create and maintain effective working relationships with partners and promote the organisation.</li> <li>6. A strong attention to detail to ensure accuracy.</li> <li>7. Excellent written and oral communication skills.</li> <li>8. Flexible approach to all tasks and duties with a team ethos and a willingness to undertake training and development activity.</li> <li>9. An organised approach with the ability to effectively plan and prioritise tasks.</li> <li>10. Access to car and a full driver's licence</li> </ol>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>A</p> <p>AI</p> <p>A</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>A</p>