

Training and Workforce Development Coordinator

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of preparing, delivering and evaluating training to front line staff and managers.
2. Able to assess and interpret training requirements into practical learning initiatives.
3. Developed professional knowledge and understanding of best practice and relevant statutory requirements relating to the post.
4. Accredited internal assessor and / or internal verifier.
5. Evidence of management training and continuous personal development.
6. Experience of working in a successful customer focussed service.
7. Ability to work on own initiative and as part of a wider team in a planned and organised way to meet deadlines.
8. Strong written and oral communication and presentation skills.
9. Experience of coaching and / or mentoring others.
10. Experienced in working with Microsoft applications and proven ability to produce training related material, including course plans and presentations.

Desirable

1. Relevant teaching qualification and / or diploma in training or equivalent.

Additional Requirements

1. DBS clearance for regulated activity

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?