

# Person Specification

<b>Post Title:</b>	Training Coordinator
<b>Section:</b>	Operations
<b>Reports to:</b>	Children's Standards Champion

**Note:**

**E denotes essential / D denotes desirable**

**Method of Assessment: A Application / I Interview / T Test**

Skills	E/D	Method of Assessment
• Ability to deliver "stand-alone" training to practitioners in order to support and improve practice.	E	A
• Ability to work collaboratively and flexibly by contributing to achievement of team and organisation targets and project deadlines.	E	A/I
• Ability to design and deliver effective reporting mechanisms	E	A/I
• Able to organise, prepare and deliver high quality courses that engage and motivate		A
• Evidence of appropriate levels of sensitivity and empathy when working with adults and or children and young people	E	A/I
• Excellent written and verbal communication and influencing skills,	E	A/I
• Excellent interpersonal and presentation skills.	E	A/I
• Ability to identify and appropriately adopt best practice	E	A
• Ability to identify and report problems and issues to colleagues	E	A/I
• Ability to motivate and to develop effective working relations with adults	E	A
• Demonstrate a commitment to the principles of equal rights both in relation to employee issues and service delivery, and adhere to the policies of the organisation in the performance of your duties	E	A
• Ability to work independently for large periods, without supervision.	E	A
• Ability to work as part of a team.	E	A
• Creative and innovative thinker, with the ability to solve problems.	E	A/I
• Conflict resolution.	E	A
• Skills to deliver training on action planning, group work, time management and record keeping.	E	A/I

Knowledge	E/D	Method of Assessment
<ul style="list-style-type: none"> <li>Knowledge of the mandatory and non mandatory training which is required for social care staff who work directly or indirectly with children and young people in public care</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Knowledge of the required training for staff who work in Independent schools</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Knowledge of learning theories and techniques and how these can be applied when providing training to adults and or children and young people.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Knowledge of e-Learning and how to ensure delivery of successful e-Learning</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Knowledge of equality and diversity in terms of best practice and current trends in legislation</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Considerable knowledge of Safeguarding and Child protection practices and processes</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Knowledge of the requirements of Training needs analysis, Individual training plans and Personal Development Plans</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Working knowledge of Every Child Matters.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Knowledge of the core competences for professionals working within Children's Services.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>A comprehensive understanding of workforce development and its implications for practice.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Knowledge of the (CWDC) Children's Workforce Development Council and its practice and initiatives in relation to the children's workforce and work with children in public care</li> </ul>	E	A
<ul style="list-style-type: none"> <li>A working knowledge of legislation, regulations, in regard to children in public care</li> </ul>	E	A
<b>Experience</b>	<b>E/D</b>	<b>Method of Assessment</b>
<ul style="list-style-type: none"> <li>Registered Manager of a Children's home</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Considerable experience of work with children in public care</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Considerable experience of working with social care staff</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Considerable experience of working with staff in Education / Independent schools</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Experience of preparing and delivering training programmes and materials to staff.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of selecting and managing 3rd party training providers to best value</li> </ul>	D	A
<ul style="list-style-type: none"> <li>Experience of leadership and management</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Co-ordination and management of learning opportunities for staff.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Management of training opportunities including budgetary control</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Mentoring experience in a professional setting.</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Evidence of own personal development</li> </ul>	E	A
<ul style="list-style-type: none"> <li>Evidence of linking day to day duties to performance management framework</li> </ul>	E	A

<b>Qualifications</b>	<b>E/D</b>	
<ul style="list-style-type: none"> <li>Professional qualification in social care or education. example: CSS, CQSW,DIP/SW, NVQ 4,or equivalent</li> </ul>	<b>E</b>	<b>A</b>
<ul style="list-style-type: none"> <li>Training certificate/award . example CIPD's Certificate in Training Practice; 7303 Award (PTLLS) or equivalent , or working towards</li> </ul>	<b>D</b>	<b>A</b>
<ul style="list-style-type: none"> <li>By 2010 have completed and successfully achieved a training certificate/award which complies with new reforms for those teaching/ training adult learners, example 7303 Award (PTLLS) or equivalent</li> </ul>	<b>E</b>	<b>A</b>
<b>Special Requirements and Environmental Factors</b>	<b>E/D</b>	
Attend local or national events or conferences etc, which provide information on the children's workforce development, example CWDC , as directed by the organisation .	<b>E</b>	
To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Organisation and Service objectives	<b>E</b>	
To ensure the principles of Best Value in service delivery are fundamental in all aspects of involvement with internal and external customers.	<b>E</b>	
Flexible approach to work by responding to the needs of the services including at time requirements to work beyond normal working hours	<b>E</b>	
Highly motivated, flexible approach	<b>E</b>	
Attend training events as and when required to promote continued learning	<b>E</b>	
Commitment to continuous improvement.	<b>E</b>	
Commitment to continuous professional development.	<b>E</b>	
Strong team player, committed to an ethos of continuous improvement	<b>E</b>	
Participate and function professionally in meetings.	<b>E</b>	
Full driving licence and own car	<b>E</b>	

<p>Authorisation</p> <p>Prepared by: _____ Date: July 2009</p>
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