

**GROUNDWORK**  
CHANGING PLACES  
CHANGING LIVES



**PERSON SPECIFICATION**

**JOB TITLE:** Training and Community Project Manager

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by				Practical Exercise	Work Simulated Test	Certificate
			(Essential/ Desirable)	Application Form	Interview	Portfolio				
Education and Training	1	Educated to degree or HND level or equivalent in a relevant area	E	*	*	*			*	
	2	A teaching or training qualification	D	*	*	*				
	3	History, Heritage Skills, Arts related	D	*	*	*				
Experience	4	Experience in project management	E	*	*	*				
	5	Experience of successfully supporting trainees on specialist skills programmes (including liaising with employers/work placement opportunities)	D	*	*	*				
	6	Experience of teaching/training young people 16-25 yrs and Adult learners of all ages	D	*	*					
	7	Experience of organising community events	E		*	*				
	8	Experience in further education sector	D	*	*	*				
	9	Experience of managing budgets, designing and maintaining record keeping systems	E	*	*	*				
	10	Experience of community engagement and the development and delivery of both accredited and non accredited short-course qualifications	D		*	*				
	11	Experience of designing and delivering one or more of the following: Heritage Skills traineeships, Construction Skills, Apprenticeships, Creative writing, Research skills, Local History, Employment Skills, Personal Dev skills	D		*	*				

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<b>Knowledge</b>	<b>12</b>	Good practice in Teaching and Training	E	*	*	*			
	<b>13</b>	Community arts and culture	E		*	*			
	<b>14</b>	History, Heriatge Skills, Arts related	D		*	*			
	<b>15</b>	Heritage Sector	D			*			
<b>Skills and aptitude</b>	<b>16</b>	The ability to plan and manage own workload and to help plan and manage the workload of a small training team	E		*				
	<b>17</b>	The ability to design and deliver a range of community based training courses of varying duration and subject matter	E		*	*			
	<b>18</b>	Ability to maintain all relevant quality assurance documents/procedures for accredited courses (OFSTED & Awarding Bodies)	E	*	*				*
	<b>19</b>	Ability to communicate effectively with a variety of people internal and external to the Partnership	E	*	*				
	<b>20</b>	Ability to recruit, lead and enthuse community groups	E		*	*			
	<b>21</b>	Computer literate. Ability to use Word, excel, Powerpoint	E	*	*				*
	<b>22</b>	A flexible approach and ability to work out of office hours including some evening and weekend work is essential	E		*				
	<b>23</b>	Desk top publishing	D		*				
<b>Other</b>	<b>24</b>	This role will involve frequent regional travel (including evening and weekend work). A driving licence and own vehicle that can be used for business purposes is essential	E	*	*				
	<b>25</b>	Enhanced DBS clearance is essential	E	*	*				