



**PERSON SPECIFICATION**

<b>Post</b>	<b>TRAINING COORDINATOR</b>
<b>Reporting to</b>	Head of APSE Training
<b>Grade</b>	Sc5 – SO2 (SCP 12 - 28)
<b>Post Purpose</b>	Assist the Head of Training by providing project coordination, business support, robust business intelligence and responsive, customer focused communications for the training department.

<b>ATTRIBUTES</b>		<b>E</b>	<b>D</b>	<b>ID</b>
<b>RELEVANT EXPERIENCE</b>	Experienced in providing support for training activities or events	X		A, I
	Experience in working in a busy office environment, coordinating bookings or transactions and dealing with customers		X	A, I
	Experience of analysing and providing data/business intelligence in a clear and concise way		X	A, I, T
	Experience of customer focused delivery, building relationships with people from a range of disciplines	X		A, I
	Experience of working within local government or a public sector organisation		X	A, I
	Experience of updating website Content Management Systems (CMS) or willingness to learn		X	A, I
<b>QUALIFICATIONS &amp; TRAINING</b>	GCSE English and maths or equivalent (Grade C/4 or above)	X		A
	A suitable level of additional qualifications such as A level, NVQ, SVQ is desirable.		X	A
	Educated to degree level or equivalent professional qualification		X	A
<b>SPECIAL KNOWLEDGE &amp; SKILLS</b>	Able to work unsupervised as part of a performance driven team	X		A, I, T
	Able to use a range of software at an intermediate level, including the Microsoft Office suite.	X		A, I, T

	Excellent written and verbal communication skills: able to present information clearly and coherently for different audiences	X		A, I, T
	Strong level of accuracy and attention to detail	X		A, I, T
	Able to carry out research and produce marketing materials	X		A, I, T
	Able to create digital graphic design material		X	A, I
	Able to operate within a politically sensitive environment		X	A, I
	Knowledge of learning platforms and learning management systems		X	A, I
	Ability to maintain an accurate database or willingness to learn		X	A
<b>OTHER</b>	Positive, can-do attitude, with the enthusiasm and drive to grow with a growing service	X		A, I
	Commitment to the achievement of equality of opportunity in all aspects of employment and training	X		A, I
	Commitment to professional development and lifelong learning		X	A, I
	Commitment to personal, professional and organisational actions to support APSE's environmental social and governance framework	X		A, I
	Willingness to undertake a certain amount of travelling and of working outside normal working hours, for which appropriate compensation will be provided		X	A
	Full UK driving licence and access to a vehicle for work purposes		X	A

ID	How identified	Requirements		
			Type	Number
A	Application Form			
I	Interview	E	Essential	11
T	Test	D	Desirable	13
P	Presentation			