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| **Person Specification Sheet for the post of**  **Training & Education Coordinator**  **KNOCKANRAWLEY RESOURCE CENTRE** | |
| **1). SKILLS AND ABILITIES** | **2). KNOWLEDGE** |
| **Skills and abilities :**   * Leadership and Management Skills * Good Communication Skills, both oral and written. * Excellent Interpersonal Skills, enabling the post holder to influence at all levels and to work effectively as part of a team. * Conflict Resolution Skills * Facilitation Skills * Good Computer /IT Skills | **Knowledge and understanding of:**   * Community Education Principles and Practice * Quality Assurance systems relating to QQI * Funding applications * Financial Management; Accounting procedures & accounting package * Requirements of current funders * Community Development Principles and Practice desirable * Understanding of wider policy environment and decision making structures |
| **3). PREVIOUS EXPERIENCE RELATED TO THE POSITION** | **4). RELEVANT TRAINING OR QUALIFICATIONS** |
| **Minimum of 3 years experience in:**   * Project Management & Administration * Coordinating and Managing Adult Learners * Delivery of QQI modules to Level 4 in core modules. * Experience of supervising and managing staff team. * Experience in networking and building positive and cooperative working relationships with other agencies / organisations. | **A relevant 3rd level accredited qualification (preferably NFQ Level 7 or above) in:**   * Project Management / Adult Education / Community Education * Train the Trainer L6 / Facilitation Skills * Other relevant qualification * Other relevant non accredited training. |
| **5). VALUES** | **6). PERSONALITY** |
| **Values relating to:**   * Empathy * Social Justice * Life Long Learning * Human rights and equality * Importance of maintaining confidentiality | **Demonstrates the following:**   * Confidence * Confidentiality * Open and approachable * Creative and a Risk taker. * Sense of humour |