|  |
| --- |
| **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
 |