

PERSON SPECIFICATION

Training Development Co-ordinator

The Person Specification shows essential skills, abilities, knowledge and experience required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the profile, drawing upon all of your experience, whether at work or on a voluntary basis.

Selection Criteria:	Essential	Desirable
Experience:		
Minimum of three years' experience in training delivery	Yes	
Minimum of three years' experience developing & design of training materials	Yes	
Minimum of three years' experience monitoring and evaluating training delivery	Yes	
Minimum of three years' experience assessing student achievement		Yes
Knowledge of:		
Accreditation processes Awarding Organisations-AO	Yes	
Voluntary and community organisations regionally	Yes	
Awareness of reality of women's lives especially in disadvantaged areas	Yes	
Skills:		
Excellent organisational and planning skills	Yes	
Ability to build up good working relationships with individuals and organisations	Yes	
ICT (word, internet, email and file management)	Yes	
Ability to communicate clearly both orally and in writing to meet internal and external requirements	Yes	
Qualities:		
Willingness and ability to work as a team	Yes	
Ability to motivate and inspire	Yes	
Willingness and ability to travel throughout Northern Ireland	Yes	
Willingness and ability to work flexible hours	Yes	
Committed to WRDA's ethos and values	Yes	