

PERSON SPECIFICATION

POST: Training and Learning Co-Ordinator

Please ensure that you show **how** you meet the following requirements when Completing your application form

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
QUALIFICATIONS KNOWLEDGE, SKILLS AND ABILITIES	
1. Relevant NVQ Level 3 or equivalent	Application/Interview
2. Ability to demonstrate knowledge of dementia strategy	Application/Interview
3. Ability to demonstrate an in depth understanding of the training and learning needs of people with dementia and their carers	Application/Interview
4. Ability to design and deliver a range of training and learning activities that will support professionals, people living with dementia and informal carers.	Application/Interview
5. Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Act.	Application/Interview
6. Understanding of good practice relating to data protection and information governance. the need to maintain confidentiality under data protection legislation.	Application/Interview
7. Experience of record keeping and report writing	Application/Interview
8. Good presentation skills	Application/Interview
10. Commitment to and understanding of equality and inclusion.	Application/Interview
11. Ability to assess and evaluate training and learning needs.	Application/Interview
12. Ability to work with stakeholders to gather and analyse feedback in order to support continuous improvement.	Application/Interview

12. Ability to organise and prioritise workload	Application/Interview
13. Excellent communication and interpersonal skills and ability to present information clearly both verbally and in written format	Application/Interview
14. Ability to oversee the use an electronic training and learning management system	Application/Interview
15. Ability to use a CRM system to manage records and information	Application/Interview
OTHER CRITERIA	
1. Ability to meet the specified hours for the post	Application/Interview
2. Full UK driving licence and able to obtain business use insurance	Application/Interview
3. Awareness of the ethos and work of Age UK Leicester Shire & Rutland	Application/Interview