



**Person specification**

**Training Support Officer**

<b>Experience/work-based knowledge and qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	Educated to degree level or equivalent.	Degree in education or youth work.
	Experience of managing the delivery of training to ensure training supply meets training demand.	Experience of working for a youth organisation.
	Experience of training planning to ensure training supply meets training demand optimised to available resources.	
	Experience of evaluating training delivery through the development and monitoring of Key Performance Indicators.	
	Experience of analysing data and using this to help drive performance.	
	Experience of delivering training activities, events and camps within a youth development context.	Experience of delivering overseas training activities and events.
	Experience of supporting and developing people.	Experience of working with volunteers.

<b>Core Competences</b>	Excellent communication and interpersonal skills including delivering presentations to large audiences.	
	High personal standards and a continuous improvement approach to work.	
	Results orientated and ability to meet targets and to report against them to internal and external parties.	
	Ability to think innovatively and develop creative solutions.	
	Ability to work unsupervised, organising own workload, meeting deadlines and taking the initiative, whilst working as part of a team.	
<b>Personal characteristics</b>	Energetic, enthusiastic, and friendly. Must enjoy working with people and being part of a team.	
	Proactive and results orientated.	
	Flexible reliable and adaptable to change.	
<b>Other</b>	Satisfactory DBS (or equivalent) check	
	Ability and willingness to work evenings and weekends, as required for which Time of in Lieu (TOIL) will accrue.	