

Person Specification

Job Title: Apprenticeship Development Coach

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 3 qualification in: <ul style="list-style-type: none"> Mentoring 		✓	A
Experience	Essential	Desirable	How is this assessed?
Of a customer service role providing with evidence of outstanding customer service and quality assurance.	✓		A / I
Demonstrate evidence of effectively liaising with employers and key stakeholders internal and external to the organisation.	✓		A / I
Experience of using database systems and e- portfolios.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
An understanding of the recent changes to Apprenticeships and the ability to drive change whilst helping others to reach their business and individual potential.	✓		A / I
Ability to lead and influence others to meet targets and goals.	✓		A / I
Ability to work effectively with staff and independently.	✓		A / I
Excellent interpersonal, oral and written communication skills and evidence of professional and effective relationships with employers and other stakeholders.	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		A / I
Demonstrable evidence of working with Senior Staff within an organisation.	✓		A / I

Good organisational skills with the ability to both prioritise and respond quickly when under pressure.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A positive can-do attitude.	✓		A / I
An ability to participate effectively as part of a team.	✓		A / I
Ability to travel between campuses and workplaces is essential.	✓		A / I
Ability to work flexible hours as required.	✓		A / I
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test