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| **Colchester Institute Person Specification** |

**Position: Associate Professional Development Coach – Management Level 7**

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|  | Essential | Desirable | How is this assessed? |
| Qualifications | | |  |
| Education to level 5 or above and/or a  professional qualification in relevant  subject area or equivalent | ✔ |  | A |
| 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 |
| Assessor/Verifier Awards OR completion  within 1 year of employment or 1 year of  the first available course | ✔ |  | A / I |
| Qualification in providing information,  advice and guidance |  | ✔ | A |
| Level 5 Teaching Qualification /  completing within 3 years of  employment or 3 years of the first  available course |  | ✔ | A / I |
| Qualified to Level 7 in management or a similar field |  | ✔ | A |
| Membership to a professional body E.G ILM/CMI |  | ✔ | A |
| **Experience** | | |  |
| Experience of working with a diverse  group of learners with contrasting individual needs | ✔ |  | A / I |
| You will be an experienced management and leadership professional who has operated at a senior management level |  | ✔ | A / I |
| Recent and demonstrable industry  experience in management and leadership | ✔ |  | A / I |
| Experience of training and assessing  against business management standards and qualifications |  | ✔ | A / I |
| Experience of assessment and quality  assurance processes and procedures |  | ✔ | A / I |
| Experience of dealing with a range of stakeholders and managing expectations | ✔ |  | A / I |
| Coaching and mentoring skills in the context of senior leaders within organisations |  | ✔ | A / I |
| Experience of management consultancy |  | ✔ | A / I |
| **Knowledge and Skills** | | |  |
| Ability to keep and maintain accurate records and documentation | ✔ |  | A / I |
| Wide knowledge across all management and leadership functions including strategic  Planning and management, talent management, change management etc. | ✔ |  | A / I |
| Good knowledge of the apprenticeship  standards in area of responsibility | ✔ |  | A / I |
| The ability to plan ahead to meet targets  in a timely manner and to keep accurate  records | ✔ |  | A / I |
| Good team working skills particularly the  ability to work closely and effectively  with other staff | ✔ |  | A / I |
| Proactive approach to work and the  willingness to take on new and  challenging tasks | ✔ |  | A / I |
| Excellent IT skills, including excel and  the use of outlook | ✔ |  | A / I |
| Excellent interpersonal, oral and written communication skills | ✔ |  | A / I |
| Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment. | ✔ |  | A / I |
| **Personal Attributes** | | |  |
| Keen desire to drive quality  improvements within own area of  responsibility | ✔ |  | A / I |
| Understands the importance of diversity, equity and Inclusion | ✔ |  | A / I |
| Enjoys working collaboratively and seeking collaborative opportunities | ✔ |  | A / I |
| Ability to work flexibly to meet changing needs and work demands such as remote working | ✔ |  | A / I |
| Continuously improving and commitment to own personal and professional development | ✔ |  | A / I |

KEY:

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