



PERSON SPECIFICATION

POST	Community Learning Liaison Coordinator	DEPT	COMMUNITY LEARNING
GRADE	SO1	REF NO	015-20

EDUCATION / TRAINING	CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
Degree or equivalent professional qualification	D	AF
Record of comprehensive professional development	E	AF
Award in Education and Training (AET) or other equivalent teaching qualification	D	AF
RELEVANT EXPERIENCE		
Experience or understanding of working in Further Education and/or Adult Community Learning	E	AF/I
Liaison with external partners and stakeholders	E	AF/I
Experience of delivering training to others	E	AF/I
Experience of managing volunteers	D	AF/I
Experience of project management	D	AF/I
Experience of employer engagement	D	AF/I
Experience of sales/promotion/marketing in an educational context	D	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		
Knowledge of issues affecting Further Education	E	AF/I
Good organisational and administrative skills	E	AF/I
Ability to work under pressure with changing priorities	E	AF/I
Ability to promote and deliver excellent customer service	E	AF/I
Ability to communicate effectively both orally and in writing	E	AF/I
Ability to market and promote college curriculum.	E	AF/I

Strong interpersonal skills and the ability to forge highly effective working relationships with external partners.	E	AF/I
A commitment to and passion for widening participation in education	E	AF/I
SPECIAL REQUIREMENTS		
The successful post holder would be expected to have a flexible approach to their work.	E	AF1
The successful applicant will need to have a CRB check to work in the College environment.	E	AF/I
The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.	E	AF/1
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.	E	AF/I
Awareness of health and safety requirements.	E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.	E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.	E	AF/I
Hold a clean and valid driving license and able to drive between different centres in a working day.	E	AF/I