

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Community Liaison Co-ordinator |  | Dept | Community Learning |
| Grade | SO1 |  | Ref No | 127-22 |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| Degree or equivalent professional qualification  Record of comprehensive professional development  GCSE Maths and English (or equivalent)  Award in Education and Training (AET) or other equivalent  Award in giving Information Advice and Guidance | E  E  E  D  D | AF  AF  AF  AF  AF |
| Relevant Experience |  |  |
| Experience or understanding of working in Further Education and/or Adult Community Learning  Liaison with external partners and stakeholders  Experience of delivering training  Experience of giving careers advice and guidance  Experience of working with or managing volunteers  Experience of report writing  Experience of project management  Experience of sales/promotion/marketing in an educational context | E  E  E  E  E  E  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Knowledge of issues affecting Further Education and a good understanding of Adult Community Learning curriculum  Good organisational and administrative skills  Ability to work under pressure on different projects at the same time  Ability to communicate sensitively and effectively with people who have been away from education and employment for a long time  Ability to communicate effectively both orally and in writing  Excellent IT skills and ability to market curriculum via social media  Strong interpersonal skills and the ability to forge highly effective working relationships with external partners.  An absolute commitment and passion for widening participation in education | E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| Special Requirements |  |  |
| The successful post holder would be expected to have a flexible approach to their work.  The successful applicant will need to have a CRB check to work in the College environment.  The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities.  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.  Hold a clean and valid driving license and able to drive between different centres in a working day. | E  E  E  E  E  E  E  E | AF1  AF/I  AF/1  AF/I  AF/I  AF/I  AF/I  AF/I |