



Training Officer – Person Specification

Preferred Assessment Method:

A = on Application I = at Interview

Essential Requirements:

1. Experience of specifying, creating and delivering training courses using a variety of approaches **A + I**
2. Knowledge of methods for gaining feedback and using these to inform training decisions and direction **A + I**
3. Qualifications commensurate with the duties of the post e.g. Adult Education qualification **A**
4. Experience of dealing with legislative changes which require transition arrangements and training/re-training of others **A**

Abilities and Aptitudes:

5. Excellent written and verbal communication skills **A + I**
6. Excellent time management and organisational skills **A**
7. Ability to identify training needs, develop and co-ordinate training **A + I**
8. Innovative and have the ability to translate information into service improvements **A + I**
9. Develop and roll-out a training programme through liaison with the CEO **A + I**
10. Demonstrate a clear understanding of the significance of good training on the performance outcomes of the playwork and childcare sectors **A + I**
11. Ability to work in a self-direct way and as part of a team **A + I**
12. A positive 'can-do' attitude, enthusiastic, resilient and able to deal proactively and positively with obstacles or resistance **A**
13. Have a working knowledge of Microsoft office applications or equivalent including the following: email (outlook or equivalent), word processing (word or equivalent), spreadsheets (excel or equivalent) Powerpoint, using the

'Making Childcare Count'

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internet (Internet Explorer or equivalent). Have a willingness to learn new applications and technology as appropriate. **A**

14. Ability to demonstrate knowledge and/or experience of equalities and diversity issues. **A**

Desirable Requirements:

15. Familiarity with the Playwork and Childcare sectors and the challenges which face them with regards to training. **A**

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