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| **Person Specification** |  |

**Apprenticeship and Training Delivery Manager**

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| ATTRIBUTES | ESSENTIAL | **DESIRABLE** |
| **EDUCATION / TRAINING** | A1 Assessors award.  Appropriate teaching qualification.  An appropriate academic or professional vocational qualification at degree or higher degree level (L4 and above)  Evidence of continuous professional development relating to the post. | Management qualification  Internal verifiers award |
| **RELEVANT EXPERIENCE** | Wide experience of delivering and managing apprenticeship frameworks  Experience of engaging and building effective relationships with employers to generate employer interest and leads  Up to date knowledge and experience of childcare and school sectors.  Some experience of putting into place systems and processes to meet OFSTED requirements relating to apprenticeship and work-based learning programmes.  Experience of ensuring key KPIs such as success rates, timely leaner completions etc are meeting national benchmarks.  Experience of managing a team of tutors and assessors.  Experience of working to funding and awarding body requirements relating to apprenticeships and work-based delivery. | Understanding of databases |
| **DISPOSITION / ATTITUDE** | Able to enthuse and communicate well with young people and adults experiencing barriers to training.  Ability to work independently, flexibly and under pressure.  Experience of leading a team of tutors, assessors and administrative office staff  Positive can-do attitude.  Effective team player  Commitment to the promotion of equality and diversity in service provision |  |
| **PRACTICAL AND INTELLECTUAL SKILLS** | Effective communication skills  Ability to devise, plan, monitor and evaluate learning provision  Ability to deliver Induction and Training sessions to NVQ candidates, in groups and individually  Ability to carry out administrative tasks effectively. |  |
| **LEGAL** | Willingness to undertake basic or enhanced DBS check as appropriate.  Must be eligible to work in the UK  Full driving licence with access to a vehicle. |  |