



LEARNING NETWORK WEST

APPOINTMENTS

PERSON SPECIFICATION

| Job Title: Practice Learning Development Officer | Number of Posts 1 | Location Glasgow, Brook Street/Remote |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| ATTRIBUTES | ESSENTIAL | DESIRABLE |
| 1. PERSONAL QUALITIES (e.g. Appearance, Speech, Manner) | Supportive Creative Able to work as part of small team Confident | Assertive |
| 2. QUALIFICATIONS (e.g. Education, Training, Occupation, Experience) | SW Degree/relevant Professional Qualification PT Award / PLQ 3 or equivalent | Teaching / Assessing qualification |
| 3. EXPERIENCE (e.g. Organisational, Supervisory) | Knowledge of social services sector Organising practice learning opportunities for students. Understanding of the range/diversity of learning opportunities. Experience of development work | Work with quality assurance mechanisms. |
| 4. SKILLS AND ABILITIES, APPLICABLE TO POST (e.g. Arithmetical) | Good organisational skills. Time and workload management. Interpersonal skills. Good writing skills. Good communication skills. | Management skills. Calm under pressure. Self disciplined. |
| 5. SPECIALIST JOB REQUIREMENTS (e.g. Verbal Fluency, Bilingual, Driving Licence) | IT literate. | Knowledge of ACCESS databases. Driving licence |
| 6. INTERESTS APPLICABLE TO POST (e.g. Voluntary Work) | Keen to promote the education / learning agenda. | |
| 7. WORK REQUIREMENTS (e.g. Irregular hours, shifts if applicable to post) | 35 Hrs | |
| 8. Salary | £35,934- £39,782 | |
| 9. Starting Date | 1 st June 2021 | |

Prepared and Approved by: Anne Conlin

Designation: Manager, Learning Network West

Date: 06-04-2021

Suitable consideration will be given to requests for a secondment and job sharing