**Person Specification Training and Employment Tutor**

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|  | **Essential** | **Desirable** |
| **A** | **Experience** |
| 1 | Experience of working with learners with multiple barriers to employment | **✓** |  |
| 2 | Experience of supporting learners across a range of issues | **✓** |  |
| 3 | Experience of delivering training and workshops to groups | **✓** |  |
| 4 | Experience of providing 1-1 support to learners | **✓** |  |
| 5 | Experience of meeting and achieving targets relating to training and employment | **✓** |  |
| 6 | Experience of delivering SQA qualifications | **✓** |  |
| 7 | Experience of internally verifying qualifications |  | **✓** |
| **B** | **Knowledge** |
| 1 | Sound understanding of employability support | **✓** |  |
| 2 | Knowledge and excellent understanding of the issues and barriers faced by this client group | **✓** |  |
| 3 | Knowledge of the current employability and training landscape and familiar with the Employability Pipeline of provision | **✓** |  |
| 4 | Excellent understanding and knowledge of SQA assessment methods, quality criteria, processes and systems | **✓** |  |
| 5 | Knowledge of internal verification procedures |  | **✓** |
| **C** | **Skills** |
| 1 | Excellent interpersonal skills and able to build relationships quickly and effectively | **✓** |  |
| 2 | Excellent organisational and time management skills | **✓** |  |
| 3 | Ability to work on own initiative and be pro-active | **✓** |  |
| 4 | Ability to meet and report on agreed targets and deadlines | **✓** |  |
| 5 | Excellent IT skills | **✓** |  |
| **D** | **Other** |
| 1 | Current driving licence and own transport | **✓** |  |
| 2 | SQA Assessor Award / L&D 9 |  | **✓** |