



LEARNING NETWORK WEST

APPOINTMENTS AND PROMOTIONS

PERSON SPECIFICATION

Job Title: Practice Learning Development Officer	Number of Posts Maximum 2 Fulltime (Various options available)	Location Glasgow, Brook Street
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)	Maximum 35 hours per week with Flexibility to Job Share / Flexible working / Part Time	
8. Salary	£35,934 - £39,782 (pro rata) Hourly Rate approx. £25 per hour	
9. Start Date	May 2022	
Prepared and Approved by: Anne Conlin		
Designation: Manager, Learning Network West		
Date: 22/03/2022		
Suitable consideration will be given to requests for a secondment and job sharing		

