

**Learning  
Network  
West**



**LEARNING NETWORK WEST**  
**APPOINTMENTS AND PROMOTIONS**  
**PERSON SPECIFICATION**

Job Title: <b>Manager</b>	Number of Posts 1	Location Glasgow, Brook Street
ATTRIBUTES	ESSENTIAL	DESIRABLE
1. <b>PERSONAL QUALITIES</b> (e.g. Appearance, Speech, Manner)	Managerial Supportive Creative Confident	Assertive
2. <b>QUALIFICATIONS</b> (e.g. Education, Training, Occupation, Experience)	Degree level qualification in a relevant field.(Social work, Social Care, Education Community Education)  Recognised and applicable management/leadership qualification	Management /Leadership Degree
3. <b>EXPERIENCE</b> (e.g. Organisational, Supervisory)	Extensive and varied sector experience, including strategic involvement in learning and development, post qualifying training and practice learning  Experience of managing and directing a project or service including experience of leading teams, supervision of staff and managing budgets  Effective and efficient partnership skills  Extensive experience in negotiations with partnerships to realise expectations.	Work with quality assurance mechanisms.
4. <b>SKILLS AND ABILITIES, APPLICABLE TO POST</b> (e.g. Arithmetical)	Efficient management skills Strong interpersonal skills Ability to build good sustainable relationships and trust. Good organisational skills. Time and workload management skills. Effective verbal and written communication skills. Good statistical and budgetary analysis Conflict resolution skills	Calm under pressure. Self disciplined.
5. <b>SPECIALIST JOB REQUIREMENTS</b> (e.g. Verbal Fluency, Bilingual, Driving Licence)	IT literate.	Knowledge of Moodle Driving licence

6. <b>INTERESTS APPLICABLE TO POST</b> (e.g. Voluntary Work)	Keen to promote social work education / learning agenda.	
7. <b>WORK REQUIREMENTS</b> (e.g. Irregular hours, shifts if applicable to post)	35 Hrs (full time) *** Blended approach of remote (home) working and office based.	
8. <b>Salary</b>	Starting at £47,000 with pay review pending at end Dec 2022. One year + contract to Mar 2024 with continued funding to be agreed to 2026.	
Prepared and Approved by:           LNW Board Chair  Designation:                               Learning Network West  Date:   14-11-22		
*** consideration will be given to requests for a secondment ***		