**Job Title:** Commercial Manager (Training)

**Reporting to:** Chief Executive

Person specification:

This is a specification of the experience, skills and qualifications that are required to effectively carry out the duties and responsibilities of the post (as outlined in the Role Description) and forms the basis for selection criteria.

|  |  |  |
| --- | --- | --- |
| Requirements | Essential | Desirable |
| **Education and Qualifications** |  |  |
| 5 GCSEs or equivalent Inc. Maths & English | ✓ |  |
| Nationally recognised Level 3 training qualification or equivalent experience |  | ✓ |
| Nationally recognised assessor qualification |  | ✓ |
| * **Experience**
 |  |  |
| * Experience of playing a leadership role in the management of a successful team
 | ✓ |  |
| Commercial experience of working in a quality-driven, customer focussed and environment  | ✓ |  |
| * Experience of delivering first aid courses (preferably to adults)
 |  | ✓ |
| * Experience of marketing and selling services to the commercial, charitable or community sector
 | ✓ |  |
| * Experience of resource management (people, budget, timescales, etc)
 | ✓ |  |
| **Skills, knowledge and abilities**  |  |  |
| Command of English and Maths | ✓ |  |
| Knowledge of training procedures and protocols (quality assurance) | ✓ |  |
| Excellent interpersonal skills with ability to communicate effectively at all levels | ✓ |  |
| Ability to manage and motivate a team with diverse roles  | ✓ |  |
| Able to use and apply technology effectively, including MS Office applications at an intermediate level | ✓ |  |
| Ability to work on own initiative, as part of a team and under direction from line manager and to be able to prioritise workload  | ✓ |  |