

Person Specification – National Learning and Development Advisor

	Essential	Desirable
Qualifications	GCSE English Language (or equivalent) GCSE Maths (or equivalent) Moving and Assisting (Manual Handling) trainers' qualification First Aid trainers' qualification PTTLS L3 or equivalent training qualification L3 NVQ/QCF Health and Social Care or equivalent	A1/A2 Assessor's Award or equivalent Relevant professional body membership(s). Recognised Management qualification
Experience & Knowledge	Substantial experience of working as a trainer in social care Proven track record in facilitating and delivery of high quality training. Understanding of the Health and Social Care training agenda Knowledge of the care sector, and in particular elderly residential care	Experience of delivering training in care homes
General Aptitude	Strong organisational skills, allowing the role holder to arrange and prioritise their own work schedule and maintain easy to access/use records Strong verbal and written communication skills allowing the role holder to discuss complex issues and communicate appropriately via letter and e-mail with staff and third parties Strong Interpersonal skills and the ability to motivate others Confident in producing and working with percentages	

Specific Skills	<p>Excellent presentation skills allowing the trainer to engage with staff at all levels</p> <p>Maintain up to date knowledge with the latest legislation and legal requirements affecting the Trust and the work the Trust carries out.</p> <p>Confident and competent user of Microsoft Word, Excel and Powerpoint</p>	
Personal Qualities	<p>Committed to the values of training and CPD</p> <p>Able to maintain confidentiality when working with sensitive issues</p> <p>Able to approach work with a flexible attitude, open to taking on new challenges</p> <p>Friendly and charismatic</p>	
General	<p>A full, clean driving license</p> <p>Daily extensive travel between locations</p> <p>Able to make regular overnight stays</p>	
Greensleeves Care Values	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"> 1) Respect – You treat residents and colleagues with dignity and value their unique life experiences and personal contributions. 2) Openness - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading. 3) Responsibility - You are committed to meeting the needs of others and behave responsibly towards residents and colleagues, being careful of the choices we make. 	