

Person Specification – National Learning and Development Advisor

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

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 responsibility towards residents and colleagues, being careful of the choices we make. 	