TrinityLearning

The Conduit Centre, Conduit Road, Abingdon OX14 1DB
Website: https://trinitylearning.org.uk/
Charity Number 1182742

PERSON SPECIFICATION FOR EDUCATION DEVELOPMENT OFFICER

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
1. Education and Training			
a. Experienced education professional with Qualified Teacher status	E		Q/A/I
b. Competency with MS Office applications, particularly Word and Powerpoint	E		A/I
2. Relevant Experience and Skills			
a. Leadership skills, including leading and introducing change	E		A/I
b. Good organisational skills	E		A/I
c. Good communication skills (written and verbal)	E		A/I
d. Ability to work collaboratively with other professionals and with volunteers	E		A/I
e. Understanding of the pressures faced by schools and their staff	E		A/I
f. Awareness of and commitment to safeguarding children	E		A/I
3. Special Knowledge and Skills			
a. Open-minded approach to spiritual education	E		A/I
b. Experience of working in a local community		D	A/I
c. Awareness of reflective approaches		D	A/I
d. Experience of applications to grant-making bodies		D	A/I
e. Experience of social media and website maintenance		D	A/I
f. Experience of the role of Designated Safeguarding Lead within a school, voluntary group or other organisation		D	A/I
g. Experience in preparing reports and articles		D	A/I
h. Some experience of youth work in the informal sector with a variety of ages		D	A/I
i. Knowledge of local schools in the Abingdon area		D	A/I
j. Knowledge of local community groups and statutory bodies in the Abingdon area		D	A/I
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4.	Special Qualities or Aptitudes			
a.	Able to work flexibly as part of a small team	E		A/I
b.	Understanding of, and agreement with, the principles of equal opportunities and anti-discriminatory working practices.	E		A/I
c.	Understanding of data protection	E		A/I
5.	**Any Other Requirements**			
a.	Ability to work flexible hours and travel off-site	E		A/I
b.	In sympathy with the Christian culture underlying TrinityLearning's work	E		A/I

Guideline to Assessment

Q Proof of qualification (certification/transcripts) **I** = Interview **A** = Application form