



Person Specification

Job Title

Progress Adult Education Programme Lead

Qualifications



Essential

1. English and maths and ICT level 2

A/I

Desirable

1. Teaching qualification Education and Training Level 4 or equivalent

A/I

Key skills

Essential

1. Excellent communication skills to develop relationships with a range of stakeholders

A/I/C

2. Proven ability to motivate, stretch and challenge learners to achieve their aspirations

A/I

3. Excellent administration skills, including Microsoft Office, effective organisation, time management and prioritisation. Ability to solve problems using initiative.

A/I

4. Strong project management skills with a proven ability to lead projects from initiation to completion.

A/I

5. Ability to work efficiently under the pressure of a complex role which requires multiple skillsets and the flexibility to work outside of typical hours when required.

A/I

6. Commercial awareness, with the ability to cross-promote all areas of Portland.

A/I

7. Forward thinking and decision-making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities

A/I

Desirable

8. A sound knowledge and understanding of individualised study programmes, relevant frameworks e.g. Adult Education Budget, Adult Skills Fund.

A/I

9. An innovative thinker, able to co-design inspirational programmes.

A/I

Experience

Essential

10. Experience working independently and in a team, providing a professional service to programme partners. Managing internal and external stakeholder relationships.

A/I

11. Experience in coordinating projects to achieve success.

A/I

Desirable

12. School/College liaison experience, working with and presenting to staff and parents

A/I

Knowledge

Essential

13. An understanding of the complex needs of people with disabilities, and how to incorporate their needs into an inclusive education programme.

A/I

14. Positive outlook and a 'can do' solution-based approach to problem solving and driving forward improvements to ensure learner achievement

A/I

15. Approachable and helpful to a variety of key stakeholders and in particular partners, learners and citizens, parent/carers and employers

A/I

16. Able to manage a caseload of learners with mixed abilities and across routes and subject areas to maximise potential

A/I

17. Forward thinking and decision-making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities

A/I

18. Knowledge of how to safeguard young people & promote their welfare

A/I

19. Familiarisation with the LSA role in supporting young people with disabilities.

A/I

Other personal requirements

Essential

20. Enthusiastic, energetic, passionate individual who supports our vision.

A/I

21. Aspirational in your impact in promoting Portland to improve young people's lives

A/I

22. Full driving license and access to a vehicle

A/I

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview