

**TRAINING OFFICER (TEMPORARY)
PERSON SPECIFICATION**

	Essential	Desirable
Education/ Training	* Evidence of holding a professional training qualification	* Evidence of relevant professional qualification in law/housing.
Relevant experience/ training	* At least one year's full time (or equivalent part time) experience of direct delivery of training/tutoring to adult learners.	<p>* Demonstrated experience of writing, designing, preparation and presentation of training on social welfare, legal topics and/or housing issues.</p> <p>*At least one year's full time (or equivalent part time) experience of co-ordination of training/events</p> <p>* Experience of working in a customer service environment.</p> <p>* Demonstrated experience of design and use of blended learning systems.</p> <p>* Demonstrated experience of the processes involved in training accreditation.</p> <p>* Demonstrated experience of the provision of advice to the public in a social welfare context.</p>
Knowledge	Good knowledge of training techniques and good practice issues.	Good general knowledge of housing policy and practice in Northern Ireland.
Skills/ Attributes	<p>Excellent communication and interpersonal skills</p> <p>Excellent teamwork skills</p> <p>Ability to plan and organise own workload</p> <p>A commitment to the support and development of independent advisory services.</p>	

* Denotes criteria to be used in short-listing process.

May 2017

Attitudes	Positive solution focused attitude
	Strong adherence to equality and diversity values/legislation
	Enthusiasm and passion
Other	Flexible approach to working hours