

Recruitment person specification

Post being recruited for: DEVELOPMENT OFFICER (ADULT AND FAMILY LEARNING TEAM: FAMILY LEARNING AND FAMILY NUMERACY)

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Broad understanding of current developments in local government, CLD, adult education and education

Experience of working in collaboration with schools and with third sector partners

Experience of advising decision makers such as senior managers, partners, external funders and key stakeholders on CLD/Adult and Family Learning.

Experience of working in effective collaboration with a range of colleagues, partners and networks, both internal and external.

Experience of working in communities (geographically and/or of interest) and developing Rights-based and learner-led approaches.

Experience of delivering accredited and/or non-accredited awards and opportunities for adult learners

Experience of evaluating learning

Experience of recruiting and managing volunteers, sessional and project staff.

Experience of applying HR, procurement and risk assessment management and other relevant processes

Experience of managing participant referral processes

Experience of developing professional networks and implementing outreach programmes, to reach and engage new participants

Experience of engaging adults with prior negative experiences of education to engage with family learning opportunities.

Experience of providing adult learning guidance so that parent and carer participants can access the broadest range of progression opportunities

Experience of securing and managing external funding, and providing outcome reports to funders

Experience of working closely with colleges, Skills Development Scotland and other relevant agencies

Experience of use of social media in a council environment.

Experience of accessing external funding and / or generating income

Knowledge, skills and understanding

Good understanding of the statutory responsibilities for CLD, adult education and family learning

Ability to apply relevant legislation and policy relating to CLD/ adult education and family learning

Sound knowledge of current and emerging developments in CLD, adult education and family learning locally and nationally

Excellent understanding of the impact of poverty and diversity and the ability to develop stigma-free, targeted responses

Commitment to social justice, equalities, diversity and inclusion

Ability to manage competing priorities
Ability to develop and co-ordinate a range of locally delivered citywide initiatives and programmes relating to adult education and family learning

Strong interpersonal and communication skills across a range of media and with diverse groups

Proficient project management skills

Creative and flexible within a framework

Understanding of and willing to take appropriate decisions and/or when to refer to managers/senior leaders

Competence with ICT office packages

Budget management skills

Ability to identify opportunities for service improvements

Ability to implement and monitor agreed service performance measures, achievement of targets (including income) and maintenance of quality standards

Good understanding of the P1 and P2 Numeracy and Mathematics curriculum

Knowledge of Curriculum for Excellence

Understanding of SCQF and SQA

Developing, producing and delivering specialist training, guidance, resources and professional learning for all stakeholders as appropriate.

Development of funding bids and/or overseeing income generation and budget monitoring.

Skilled in delivering relevant training for internal and external staff and partners

Qualifications and training

Degree or post graduate degree in CLD (including pre Community Education Degree qualification)

Evidence of accessing and applying continuous personal and professional development

Membership of a relevant professional association, such as CLD Standards Council.

Job specific requirements

Evening and weekend working as required