



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
2. Proven ability to motivate, stretch and challenge learners to achieve their aspirations
3. Excellent administration skills, including Microsoft Office, effective organisation, time management and prioritisation. Ability to solve problems using initiative.
4. Strong project management skills with a proven ability to lead projects from initiation to completion.
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.
6. Commercial awareness, with the ability to cross-promote all areas of Portland.
7. Forward thinking and decision-making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities

A/I/C

A/I

A/I

A/I

A/I

A/I

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.
11. Experience in coordinating projects to achieve success.

A/I

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.
14. Positive outlook and a 'can do' solution-based approach to problem solving and driving forward improvements to ensure learner achievement
15. Approachable and helpful to a variety of key stakeholders and in particular partners, learners and citizens, parent/carers and employers
16. Able to manage a caseload of learners with mixed abilities and across routes and subject areas to maximise potential
17. Forward thinking and decision-making abilities to keep abreast of expectations on study programmes, funded outcomes and employment opportunities
18. Knowledge of how to safeguard young people & promote their welfare
19. Familiarisation with the LSA role in supporting young people with disabilities.

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Other personal requirements

Essential

20. Enthusiastic, energetic, passionate individual who supports our vision.
21. Aspirational in your impact in promoting Portland to improve young people's lives
22. Full driving license and access to a vehicle

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A/I

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

A Application Form

C Assessment Centre

I Interview