

**BLAZE COMMUNITY FOUNDATION  
PERSON SPECIFICATION**

POST:: Education Manager

Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Short listing Criteria (Tick Below)
<p><b>1. Experience</b> At least 2 years experience in the setting up of education and training programmes and delivery of training to young people.</p> <p>Experience of key/functional skills Delivery</p> <p>A background in working with young people in education, youth or sport environment &amp; community development</p> <p>Experience of planning, delivering and evaluating education and sport development programmes for young people.</p> <p>Experience of working with diverse communities in education, youth and sport setting.</p> <p>Experience of report writing and monitoring of projects</p> <p>Experience of publicity/promotion of activities and events</p> <p>Experience of partnership working with number of agencies and stakeholders</p>	<p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p>	<p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p>	<p align="center">AF/I/R</p> <p align="center">AF/I/R</p> <p align="center">AF/I/R</p> <p align="center">AF/I</p> <p align="center">AF/I</p> <p align="center">AF/I</p> <p align="center">AF/I</p> <p align="center">AF/I</p>	<p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p> <p align="center">/</p>
<p><b>2. Qualifications and training</b> QTS/PGCE or other national recognized teaching qualification or equivalent vocational qualification</p>		<p align="center">/</p>	<p align="center">AF/I/CQ</p>	<p align="center">/</p>
<p><b>3. Special skills and knowledge</b> Awareness of current education priorities and the role of sport in raising attainment, engagement and achievement.</p> <p>A good understanding of barriers to education and work young people face</p> <p>Knowledge of NVQ framework, National Curriculum and employment initiatives</p> <p>Able to supervise young people on</p>	<p align="center">/</p> <p align="center">/</p> <p align="center">/</p>		<p align="center">AF/I</p> <p align="center">AF/I</p> <p align="center">AF/I</p>	<p align="center">/</p> <p align="center">/</p> <p align="center">/</p>

	training programmes and offer them one to one mentoring support and guidance	/		AF/I	/
	An understanding of and a commitment to equal opportunities issues both in the workplace and the community in general.	/		AF/I	/
	Ability to motivate and encourage young people in to learning	/		AF/I	
	Ability to devise and implement monitoring and evaluations procedures.	/		AF/I	
	Good knowledge and understanding of funding opportunities linking to education and sport.		/	AF/I	
	Good organisational skills	/		AF/I	
	Good ICT skills and the ability to use	/		AF/I	
	ICT in educational settings	/		AF/I	/
<b>4.</b>	<b>Personal Qualities</b>				
	Ability to initiate, develop and sustain effective relationships with young people	/		I/R	
	Good people management skills and team leadership with the ability to inspire and motivate others.	/		I/R	
	Very good communication and inter personal skills (written and oral)	/		AF/I	
	Ability to priorities tasks, manage time constraints, organise work load and meet deadlines	/		AF/I	
<b>5.</b>	<b>Personal circumstances</b>				
	Ability and willingness to work outside normal hours, including evenings and weekends.	/		AF/I	
	Must have a clean driving licence, own car preferred	/		AF/I	

AF = Application Form

I = Interview

R = Reference

CQ = Certificate Qualification