

**Rochdale Borough Council
Person Specification**

Service :	Economic Affairs	Post:	Talk English Project Coordinator
Section :	Skills, Work and Health Team	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 At least 3 years experience of working in deprived communities to increase skills and employment levels.	E	AF/I
(a) Special Working Conditions		
2 Willingness to work flexibly to meet the demands of the service (including evenings and weekends as necessary)	E	AF
3 Must be willing to travel throughout the borough, Greater Manchester and other locations as required	E	AF
(b) Qualifications and Experience		
1 Teaching qualification and relevant experience of delivering Pre entry and Entry Level 1 ESOL classes	E	AF/I
2 Experience of designing and developing resources and materials for people with little or no English	E	AF/I
3 Experience of managing and recruiting volunteers to deliver classes.	E	AF/I
3 Experience of designing and delivering training programmes to volunteers and partners.	E	AF/I
4 Experience of developing local partnerships between the public, private and community/voluntary sectors to increase opportunities for hard to reach learners	E	AF/I
5 Experience of supervising other staff and supporting the development of apprentices and trainees	D	AF/I
6 Experience of monitoring, evaluation and reporting project performance	E	AF/I
(c) Skills and Knowledge		
1 Recent knowledge of national, regional and local initiatives to support people improve their skills including English language.	E	AF/I
2 An understanding of the diverse communities in the borough and some of the barriers that they face.	E	AF/I
3 An understanding of the work and skills agenda	E	AF/I
4 Strong planning, co-ordination, facilitation and organisation skills including the ability to work to tight deadlines and under pressure.	E	AF/I

5	Strong presentation skills, adapting to a range of audiences	E	AF/I
6	Ability to establish positive relationships with a wide range of stakeholders.	E	AF/I
7	Ability to work on own initiative and as part of a team	E	AF/I
8	Good IT skills utilising Microsoft Office products	E	AF/I
(d) Behaviours and Values			
1	Approach the job at all times using the values set out below • Proud • Passionate • Pioneering and Open Be aware of and apply these behaviours at all times.	E	AF/I