



Training and Development Manager

Personnel Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • A Higher-level qualification relevant to the post (e.g., Social Policy, Community Development) • and at least 2 years' experience of Project Management <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Minimum of five years' management experience in a community development or education and training setting 	Professional qualifications/postgrad diploma in any below: <ul style="list-style-type: none"> • Teaching or training and development • Community development • Health promotion • Digital marketing experience, online learning platforms
Key Skills	<ul style="list-style-type: none"> • Excellent project planning and management skills • Leading the training and resource development function across the organisation • Training, needs analysis, design, delivery, and evaluation. • Pricing, marketing, and promotion of programmes • Group facilitation, networking and 	Demonstrated experience of: <ul style="list-style-type: none"> • Impact practice and regional programme level evaluation • Co-design of programmes, including groups experiencing social and economic disadvantage. • Full-cost recovery budgeting, and funding partnership working.

	<p>relationship building skills.</p> <ul style="list-style-type: none"> • Staff and team management and development • Ability to analyse and present information to support problem solving and decision-making. • Excellent verbal and written communication skills 	
<p>Knowledge and attributes</p>	<ul style="list-style-type: none"> • Advocate for the role that training and development plays in the implementation of change at individual, community, and organisational level. • Application of community development theory, principles, values, and practice to facilitate change. • Understanding of social determinants of health and how it impacts on vulnerable groups. • Knowledge of health inequalities theory and their practical application in a community environment • Understanding of the effective use of project management methodologies, project stages, tools, and reporting 	<ul style="list-style-type: none"> • Knowledge and experience of working to improve health and social service access for disadvantaged and vulnerable groups. Experience of developing and testing quality assured, accredited or evidence-based training programmes.

Technical Skills	<ul style="list-style-type: none"> • Microsoft Office suite including Word, Excel, Access, and PowerPoint • CRM/Database management or similar • Good working knowledge of social media platforms for promotion and learning. 	
Other	<ul style="list-style-type: none"> • Commitment to equality and the values and ethos of CDHN • Commitment to quality improvement, and the inclusion and progression of adult learners • Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job. • Flexible approach, as weekend and evening work may be required. 	

Please note: Shortlisting Criteria

Shortlisting will be carried out based on the essential criteria set out above, using the information given on the application form. Desirable criteria may also be applied, depending on the volume of and quality of applications received. Please address all requirements/questions when completing the application form, as failure to do so may result in you not being shortlisted.