



Community Development
& Health Network

Training Officer Person Specification

Title: Training Officer
Hours: 30 hours
Location: CDHN, Mill Street, Newry

	Criteria	Essential Criteria	Desirable Criteria
1 Qualifications	<p>Minimum of 5 years' training experience within the last 5 years</p> <p style="text-align: center;">Or</p> <p>A Higher-level qualification relevant to the post (e.g. social policy) and at least 2 years' experience within the last 5 years</p> <p>Teaching/ training qualification</p>	<p>X</p> <p>Or</p> <p>X</p>	<p>X</p>
2 Experience	<p>Demonstrated experience of...</p> <ol style="list-style-type: none"> 1. Delivering training programmes in a variety of formats 2. Developing training materials for delivery in a community setting 3. Experience of supporting local communities to address health and social issues 4. Organising events 5. Delivering and assessing accredited qualifications 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
3 Knowledge and abilities	<ol style="list-style-type: none"> 1. Excellent verbal and written communication skills including the ability to adapt to different audiences, channels and purposes 2. Confidence in presenting to groups 3. Understanding of the community and voluntary sector 4. Understanding of community development, health inequalities and health literacy 5. Ability to work within a small team 6. Excellent organisational skills, working under pressure and to deadlines 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

	7. Understanding of issues affecting the health care system in relation to self-care for minor conditions		X
4 Technical Skills	1. Microsoft office suite including Word, Excel, Access and PowerPoint	X	
Other	1. Access to a form of transport that will allow the post holder to fulfil the travel requirements of the job	X	

Please note: Short listing Criteria

Shortlisting will be carried out on the basis of 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 applications received. You should therefore address t requirements when completing the application form, as failure to do so may result in you not being short-listed.