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**PERSON SPECIFICATION –Training and Development Officer**

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| **Qualifications, Experience, Knowledge and Personal** |
| **ESSENTIAL** |
| **Qualifications**   * Qualification in or experience of working in mental health and wellbeing * L3 Education and Training and Level 3 Assessing qualification (or equivalent)   **Experience**   * Delivering project plans and customer needs * Development and finalisation of training modules and packages * Facilitating virtual and face to face training * Inter-agency and multi-disciplinary working * Working with mental health and wellbeing needs * Brand development * Customer audit and consultancy   **Knowledge**   * Safeguarding children and adult’s guidance and legislation * Confidentiality, consent and mental capacity * Mental health and wellbeing * Data Protection guidance and legislation * Computer packages including Microsoft Office   **Personal**   * Ability and willingness to adopt a flexible approach to working outside office hours and across the country at different venues * Able to undertake the demands of the post with reasonable adjustments where required * Full UK driving license and access to a vehicle * Handling sensitive and confidential information and maintaining discretion and confidentiality |
| **DESIRABLE** |
| * Mental health evidence based theory and practices * Knowledge of Fraser and Gillick competency * Awareness of developmental needs of children and young people * Understanding of risk taking behaviour * Knowledge of working with vulnerable groups |
| **Key Competencies/Personal Attributes** |
| *The post holder must demonstrate strength in the following competency areas:*   * **Team Player-**able to work as part of a team, co-operate to work together and in conjunction with others and willing to help and assist whenever possible and appropriate * **Interpersonal Skills-**able to develop, establish and maintain positive relationships with others both internal and external to the organisation * **Autonomy-**ability to work without direct supervision, prioritising work and acting on own initiative where appropriate; pre-empting problems and working to solve them * **Strategic Thinking-**able to identify and manage risk with the ability to elicit information to make an assessment of need * **Communication Skills-**excellent communication skills (both written and verbal) and ability to adjust communication style and content to the audience * **Confidence & Resilience-**able to deliver messages in a confident manner with excellent presentation skills and group work skills * **Flexible & Adaptable-**positive attitude to dealing with change; flexible and adaptable, and open to exploring new ideas * **Self Awareness-**ability to empathise with others, maturity to admit and rectify mistakes and strong degree or personal integrity to adhere to acceptable standards of behaviour * **Motivated-**highly motivated and reliable and organised to plan and meet deadlines and manage time effectively. |
| **Compass Values:** |
| The post holder must demonstrate exemplary behaviour in all Compass values, personifying the values and inspiring all staff to do the same:   * **Integrity**: An unstinting commitment to honesty and openness in all our activities * **Valuing Each Individual**: Respecting the needs of each person and helping them gain greater control of their life * **Being Solution Focused**: Responding quickly and flexibly to current and emerging needs * **Consistent & Reliable Approach**: Always delivering on our commitments |
| **Safeguarding:** |
| The post holder must demonstrate and share our commitment to Safeguarding:  • Work proactively to safeguard and promote the welfare of children, young people and vulnerable adults. |

Compass is committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and we expect all staff and volunteers to share our commitment. As part of our safer recruitment process, an enhanced DBS check will be undertaken before appointment as part of our pre-employment checking process and will be rechecked as and when determined by Compass.

For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check). Compass is also committed to equal opportunities and expects all those employed or who volunteer to share our commitment.