

**Person Specification for the Role of ILM Assessor**

**Summary of role:**

- Conduct and document assessments for centres, in line with City & Guilds / ILM and regulatory arrangements.
- Provide advice and support to the Operations and Associate Management Teams, as required.
- Participate in best practice and standardisation activities to ensure support for continued improvement and consistent performance.
- Maintain a thorough knowledge of City & Guilds / ILM products, services and IT systems to enable excellent customer service.

| Education and Training   | Essential | Desirable |
|--|-----------|-----------|
| A qualification appropriate to the level of qualification being assessed |           | ✓         |
| Hold Assessor and IQA qualifications (D32, D33, D34 or A1, V1, or TAQA)  | ✓         |           |

| Relevant Experience   | Essential | Desirable |
|---|-----------|-----------|
| Knowledge and experience of Leadership & Management and Coaching & Mentoring qualifications, Levels 2 – 5 | ✓         |           |
| Experience of working in a regulated environment, in line with quality assurance requirements             | ✓         |           |
| Experience of working as an Assessor  |           | ✓         |

| Skills / Qualities   | Essential | Desirable |
|--|-----------|-----------|
| Excellent organisation and planning skills                                       | ✓         |           |
| Excellent communication skills, both written and verbal                          | ✓         |           |
| Good attention to detail   | ✓         |           |
| Able to work to deadlines  | ✓         |           |
| Able to work independently as well as part of a team                             | ✓         |           |
| Can use IT effectively to complete work and support the requirements of the role | ✓         |           |
| Able to work in a professional manner  | ✓         |           |