Person specification for the role of Lead Mapping Consultant

Essential	Desirable
Level 5 or above Leadership and / or Management qualification or equivalent professional certification, recognition and/or background.	Qualification in training and development
Recognised Assessor, Internal/ External Quality Assurer qualifications (e.g. D32, D33, D34, D35/ A and V units/ TAQA or international equivalent) or extensive experience in an assessment and/or quality role.	Relevant experience of working with government and non-profit organisations.
Professional background in learning and development.	Experience of developing and delivering online standardisation, training materials and events.
Experience in a leadership role.	
Current or recent relevant experience of working in a range of learning and development settings including corporate/ commercial.	
Experience of monitoring and supporting a remote team.	
Substantial experience of developing and coordinating standardisation events.	

Up to date experience of developing and delivering remote training activities and events.	
Experience of managing a team, within a regulatory environment.	
Excellent, concise report writing skills	
Experience of producing accurate, concise, clear written documents and reports.	
Experience of producing guidance materials to support teams	
Excellent communication skills with the ability to communicate with a wide variety of stakeholders both verbally and in writing.	
Proficient IT skills with experience of using key business software, e.g. Outlook, Word and Excel.	
Availability to attend and manage key activities throughout the year.	
Capacity to continue to complete ILM mapping activity as a Mapping Consultant, to retain currency and share best practice.	