Person specification for the role of Mapping Consultant

Essential	Desirable
Knowledge / involvement in Leadership & Management and Coaching & Mentoring Programmes Levels 2 – 7 or equivalent	A degree or equivalent in relevant sector
Experience of Leadership & Management and Coaching & Mentoring skills	Hold Assessor and IQA qualifications (D32, D33, D34 or A1, V1 or TAQA)
Experience of liaising or working with a variety of external clients and centres	Knowledge / involvement in PRA Programmes
Excellent organisation and planning skills	Experience of PRA delivery and quality assurance
Excellent communications skills, both written and verbal	Able to identify and map information from one set of documents and align with another as per awarding organisation requirements
High level of attention to detail	Experience of working in a regulated environment, in line with quality assurance requirements
Excellent listening skills	
Able to work to deadlines	
Able to work independently as well as part of a small team	
Able to work with a range of people	
Can use IT effectively to complete work and support requirements of the role	
Always work in a professional manner	

Excellent time management skills	
Positive interpersonal skills	
Managing client expectations in a positive manner	