

**Person specification for the role of Lead ILM Assessor**

<b>Essential</b>	<b>Desirable</b>
Hold Assessor and IQA qualifications (D32, D33, D34 or A1, V1, or TAQA)	Experience of working as an Assessor
Knowledge and experience of Leadership & Management and Coaching & Mentoring qualifications, Levels 2 – 5	An education degree of equivalent
Experience of working in a regulated environment, in line with quality assurance requirements	Able to identify trends and analyse data
Liaise with a wide range of clients and customers across different sectors	
Experience of coaching and mentoring	
Experience of performance managing a team and providing positive and constructive feedback to ensure consistency of practice	
Skilled in planning and delivering engaging training and standardisation events and evaluating of feedback received	
Experience of recruitment, selection and training	
Excellent organisation and planning skills	

Use effective communication skills to liaise with internal and external stakeholders	
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	
Excellent report writing skills	
Always work in a professional manner	