

Person specification for the role of Moderator

Essential	Desirable
Industry knowledge and/ or UpToDate industry specific qualifications	Up to date experience in teaching or training
Experience in teaching or training	Experience as a tutor/marker with a similar type of qualification
Experience of moderating or marking the qualification concerned (or similar)	Involvement in qualification assessment production.
Experience of producing reports	
Available to attend and manage key activities throughout the contract period from February to November.	
Excellent communication skills with 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	
Access to a secure personal PC with a firewall, up to date anti-virus software, private broadband access and a personal private e-mail account	