

Post Title: Digital Skills Trainer (Commercial Bank staff)

Responsible to: Head of Business Growth

Education and Professional Qualifications

Essential:

- Educated to HNC/SVQ level 3 in a subject relevant to the role.
- Professional training qualification or equivalent experience within a relevant industry.
- Knowledge of Office 365 applications, Microsoft Word, Excel (from beginners to advanced, Pivot tables and dashboard, One Drive, Infographics, SharePoint and PowerPoint or equivalent).
- Evidence of Continuing Professional Development.

Desirable

- ECDL experience

Knowledge

Essential:

The post holder will have demonstrable knowledge of:

- The requirements of internal and external customers within FE.
- Industry practice and procedures.
- A comprehensive knowledge of the Microsoft Office suite

Skills and Competencies

Essential:

- The ability to organise and prioritise workload in order to meet targets and deadlines
- The ability to deliver on-line, face-to-face and blended
- The ability to communicate and engage with learners effectively.
- The ability to engage learners from a diverse range of backgrounds and with differing needs.
- The ability to work on own initiative, demonstrating enthusiasm and motivation.
- The ability to assist with the educational needs and development of students.
- The ability to facilitate problem-solving to within teams to reach satisfactory outcomes.
- The ability to communicate with confidence and persuasively at all levels, understanding the need to maintain confidentiality at all times.
- A full driving licence or the ability to travel between campuses and employer sites as appropriate.

Professional Experience

Essential:

- Comprehensive and relevant work experience within the industry sector.
- Experience of working within a training role delivering industry specific programmes.
- Please note: successful applicants for such posts will be required to become a Protecting Vulnerable Groups (PVG) Scheme member