

PERSON SPECIFICATION – Training Coordinator

The William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSED
EDUCATION QUALIFICATIONS TRAINING	Educated to GCSE Grade 4 in Maths and English or equivalent	Relevant qualification in administration, HR or Learning and Development (e.g., NVQ Level 2/3 in Business Administration)	Application form, certificates and proof of training, interview
EXPERIENCE	Experience of working in a busy administrative role Experience of coordinating training or events including booking venues and coordinating attendance Experience of data analysis and reporting Experience of scheduling and supporting events, meetings and training sessions	Experience of working in an SEMH setting Experience of liaising with external providers or stakeholders	Application form, references, interview
KNOWLEDGE AND SKILLS	Excellent organisation and time-management skills Strong interpersonal and communication skills both written and verbal	Knowledge of statutory training requirements (Safeguarding, First Aid)	Application form, interview

	Intermediate level of Microsoft Office (Word, Excel, Outlook, PowerPoint) Understanding of training needs analysis and planning Ability to maintain accurate and secure records Ability to ensure the administration of performance management reviews, lesson observations and care supervisions		
PERSONAL QUALITIES	A proactive and adaptable approach to work, with the ability to thrive in a fast-paced environment. A strong team player with the ability to work collaboratively across different teams and The Smith Foundation functions. Flexible and adaptable to changing priorities Commitment to confidentiality and data protection Commitment to equality, diversity and inclusion	Willingness to travel to external training venues as and when required	Application form, references, interview

ANY ADDITIONAL FACTORS	Commitment to aims, values and ethos of the Foundation, including Quality of Life and Positive Behaviour Support. Flexible approach to occasional out-of-hours work (e.g., for training events).		
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