

Person Specification

Digital Trainer – RESTART

Experience	Essential or Desirable
A minimum of one year's experience in a training role and with digital skills as the main focus	E
A minimum of one year's experience working to support unemployed individuals in learning and development activities	D
Experience of deploying motivational strategic to develop individuals	E
Experience of delivering and developing training programmes both face-to-face and remotely, using a range of digital technologies	E
Skills and Abilities	
Fully IT literate in using a range of MS Office programmes, Google Suite, and other modern digital technologies	E
GCSE or equivalent in English and Maths (Grade C or above)	E
Award in Education and Training Level 3 (formerly PTLLS) or Certificate in Education and Training Level 4 (formerly CTLLS)	D
Excellent understanding of barriers unemployed job seekers face in obtaining a new job	D
Experience of delivering in a high-performance, target-driven culture	D
Experience of delivering services to meet contractual and quality standards	D
Experience of analysing and reporting on training needs and delivery using IT systems	E
Ability to communicate effectively and engage others	E
Ability to provide high quality customer support	E
Demonstrate an aptitude for developing relationships and working in a team	E
Good verbal and written communication skills	E
Evidence of good organisational skills and the ability to prioritise a diverse workload	D
Ability to use your own initiative, have a commitment to accuracy, reliability and attention to detail	E
Full driving licence to enable deployment across a specified geographic area (region) as required	E

Values

Ability to commit to Cosmic's values	E
Digital mindset and full understanding of those who are disadvantaged	E
Shows empathy	E
Understanding of Social Enterprise	E

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