

**PERSON SPECIFICATION**

Details of Person Specification

<b>Job Title:</b>	Modern Apprenticeship Training Coordinator	<b>Grade:</b>	14-17
<b>Division/Section:</b>	MBD	<b>Date:</b>	June 2026
<b>Prepared by:</b>	Jacqui Taylor		
<b>Designation:</b>	Head of Marketing and External Relations		
<b>Reviewed by:</b>	Danielle Watson		
<b>Designation:</b>	HR Advisor		

**This form describes the essential and desirable criteria a person needs to perform the job.**

**Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.**

**PERSON SPECIFICATION**

**1. KNOWLEDGE AND SKILLS**

<b>No.</b>	<b>Description</b>	<b>Method of Assessment</b>
	<b>Essential</b>	
	Excellent organisational skills and attention to detail.	Application Form
	Time management skills and ability to work effectively under pressure.	Application Form
	Proven ability to communicate at all levels both in writing and verbally.	Application Form/ Interview
	Teamworking skills and an understanding of the importance of teamworking	ApplicationForm/ Interview
	Confident negotiator	Application Form
	Proven ability to problem solve and make quick decision under pressure.	Interview
	Flexible and adaptable	Interview
	<b>Desirable</b>	

	Technical awareness to set up and manage simple AV systems and software packages such as Microsoft Powerpoint.	Application Form
	Report writing and data analysis	Application Form
	Awareness of local and national skills strategies.	Interview
	Awareness of Skills Development Scotland Funded programmes.	Interview

## 2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b>	
	Educated to HNC level or equivalent or experience working in a similar role.	Application Form
	Good standard of IT literacy and a working knowledge of software packages including: PowerPoint, Microsoft office and databases.	Application Form/Interview
	Driving License	Application Form
	<b>Desirable</b>	
	Experience of preparing paperwork for Audit.	Application Form
	Experience of the Education and Learning Environment.	Application Form/Interview
	A knowledge of the Apprenticeship Family	Application Form/Interview

## 3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<b>Essential</b>	
	Awareness of the importance of confidentiality.	Interview
	High level of accuracy required and the ability to produce high quality work within tight timescales with limited supervision.	Application Form/Interview
	Ability to prioritise own workload and work on own initiative.	Application Form
	<b>Desirable</b>	
	Budget monitoring	

#### 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b>  Confident working effectively on own as well as part of a team.  Commitment to customer care focused provision of service.	Interview  Interview
	<b>Desirable</b>  Effective Partnership working	Application Form/ Interview

#### 5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<b>Essential</b>  Commitment to equal opportunities  Must be flexible in terms of working hours as this post requires evening and weekend work.	Application Form /Interview  Interview