

## CURRICULUM MANAGER PERSON SPECIFICATION

The post holder must have the necessary general management skills to oversee a wide range of provision. The successful candidate will be the person who demonstrates the closest match to the following based on the evidence provided in their application form and during an interview.

### Experience

Criteria	Essential	Desirable
Proven experience managing staff in an educational setting	X	
Practical understanding of funding issues affecting adult & community learning, including ESFA and new funding methodology & priorities	X	
Understanding of current social & educational policies & initiatives		X
Experience of working positively with adults	X	
Substantial teaching experience in the learning and skills sector	X	
Experience of writing successful in funding applications		X
Experience of commissioning and contract management	X	
Experience of managing a broad Adult Learning Curriculum		X
Experience of partnership working	X	
Experience of preparing and undertaking Inspections	X	

### Skills

Criteria	Essential	Desirable
Ability to plan, deliver and monitor an adult education curriculum responsive to national and local priorities and projects in order to meet strategic objective	X	
Ability to motivate, manage and support learners, staff and volunteers	X	
Demonstrates strong interpersonal skills to manage and motivate the staff team and support change processes	X	
Demonstrates the ability to communicate with and work effectively in partnership with a wide range of stakeholders and maintain positive relationships with a wide range of people and organisations	X	
Ability to manage administration	X	
Ability to work as part of a team	X	
Ability to identify and respond appropriately to funding opportunities		X
Ability to carry out developmental lesson observations and deliver staff training	X	
Confident ICT user	X	

## Knowledge/Qualification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Degree or equivalent qualification	X	
Knowledge of local and national networks		X
Teaching qualification PGCE / Cert Ed or equivalent	X	
Management qualification or training		X

## Personal Qualities

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiastic, creative, resourceful, resilient and patient with a sense of humour	X	
Committed to consultative and democratic methods of working within Swarthmore & the wider community	X	
Openness to a diversity of people, subject areas and innovative ideas	X	
Demonstrate integrity & commitment to widening educational opportunities in the community / voluntary sector	X	
Willingness to work flexible hours	X	