

## Role Profile

<b>Date</b>	<b>1 June 2007</b>
<b>Family</b>	<b>Learning &amp; Personal Development</b>
<b>Role Profile Level</b>	<b>5A</b>

### PURPOSE

To deliver learning and training that develops skills in individuals and groups.

<b>ROLE ACCOUNTABILITY</b>	<b>END RESULT</b>
<b>Planning and Preparation</b>	
Plan and prepare a specific programme/activity.	<ul style="list-style-type: none"> <li>The programme is delivered effectively</li> </ul>
<b>Monitoring and Assessment</b>	
Monitor and assess the activity/programme and learners' progress.	<ul style="list-style-type: none"> <li>Delivery is effective</li> <li>Content is revised appropriately</li> <li>The impact is established on the individual/group</li> </ul>
<b>Co-ordination</b>	
Establish and maintain communication channels with parallel and other relevant programme and activity leaders and others as required.	<ul style="list-style-type: none"> <li>Programmes are compatible and complementary with each other</li> <li>Best use is made of resources to achieve value for money</li> </ul>
<b>Delivery</b>	
Implement a defined programme/ activity within a specified timescale.	<ul style="list-style-type: none"> <li>The need of the identified client or client group needs are met.</li> </ul>
<b>Risk Assessment</b>	
Ensure preparation of venue and assess and manage risks.	<ul style="list-style-type: none"> <li>Venue supports learners</li> <li>Users' Health and safety is supported</li> </ul>
<b>Record Keeping</b>	
Maintain records.	<ul style="list-style-type: none"> <li>Records are maintained in an accurate and complete manner in the required format</li> <li>Review and assess the outcomes of the programme.</li> </ul>

<b>WORKING CONTEXT</b>
<b>Nature of contacts and relationship</b> (who and the nature of the communications)
Working directly with clients in areas of activity which are closely defined by policy procedure and working practice Internal and external colleagues sharing and co-ordinate resources. Facilities Staff
<b>Working Environment Context</b> (physical, disagreeable, health and safety aspects)
Indoors and outdoors possibly in inclement weather – setting up and handling equipment. May involve lone working.
<b>Creativity; discretion; impact: concentration</b>
Duties are carried out in accordance with instructions and procedures May tailor service to meet client needs
<b>Planning requirement</b>
Plan and deliver individual and term sessions.
<b>Key facts and figure ranges</b> (include likely size of any team managed)
Some cash handling may be required
<b>Knowledge and qualifications</b> (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Vocational Qualification at SVQ 2 or equivalent
<b>Equipment operated and essential skills</b>
Use of activity based equipment and Audio Visual etc