**Required experience, skills & abilities :**

1. Educated to degree level or equivalent professional experience working in a skills or educational development area **(Essential)**
2. Teaching Qualification (or significant teaching experience within Higher or Further Education setting) **(Essential)**
3. Breath of digital skills, with the ability to learn new software and keep up to date with technological developments, including experience of using tools for online learning, such as Xerte, Moodle, Camtasia etc. **(Essential)**
4. Previous experience of managing a team with the ability to lead, motivate and develop staff **(Essential)**
5. Significant experience of high-quality course design and development, including the development of course materials in a range of media **(Essential)**
6. Experience of developing and successfully implementing training to delegates from a wide range of backgrounds with different abilities **(Essential)**
7. Experience of analysing customer feedback to improve services **(Essential)**
8. Experience of undertaking skills gap analyses and developing programmes and strategies to address those gaps **(Essential)**
9. Experience of planning, developing & implementing training schedules and programmes to address the requirements of customers, the introduction of new services and emerging technologies – prioritising the use of limited resources **(Essential)**
10. Detailed knowledge of current digital fluency developments, programmes and strategies being implemented within the sector **(Desirable)**
11. A successful track record of adaptability and resourcefulness in meeting conflicting demands and priorities **(Desirable)**
12. A history of personal development within skills or educational development, along with a commitment to ongoing growth **(Essential)**