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**Skills and Competency Framework**

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| **Job title:** | Marches Construction Ready Programme Tutor/Mentor |
| **Department:** | Shropshire, Telford and Wrekin ad Herefordshire |
| **Responsible to:** | MCR Project Coordinator |
| **Responsible for:** | Tutoring trainees so they gain the essential skills and knowledge needed to work in the construction industry |

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| **Necessity** | **Assessment Method** |
| **E** | **Essential** | **A** | **Application** |
| **D** | **Desirable** | **I** | **Interview** |

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| **Qualification/Training/Academics**  | **Necessity** | **Assessed** |
| A good standard of general education | E | A/I |
| Teaching qualification e.g PGCE | E | A/I |
| Health and Safety qualification e.g NEBOSH/IOSH | D | A/I |
| Assessors Award | D | A/I |
| IAG qualification (L2 minimum) | D | A/I |
| Vocationally relevant qualifications | E | A/I |

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| **Experience**  | **Necessity** | **Assessed** |
| Experience of working with young people or adults to deliver vocationally relevant training in construction-related subjects (carpentry, brick work, plastering, plumbing etc) | E | A/I |
| An understanding of what works to motivate, engage and support participants who are overcoming barriers to work | D | A/I |
| Able to offer appropriate good quality information, advice and guidance to participants looking to enter the construction industry | E | I |
| Experience of initial assessment, the production of individual learning plans and of assessment including using RARPA  | E | I |
| Experience of networking with employer organisations and stakeholders to promote progression into work destinations and to further develop the services  | D | A/I |
| Strong track record of developing schemes of work and session plans to deliver practical skill-based training | E | A/I |
| Ability to deliver in a workshop and work-place environment, with detailed appreciation of health and safety | E | I |
| Good understanding of person-centred planning, coaching and mentoring  | D | I |
| Knowledge of the construction sector and insight into what employers look for  |  |  |

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| **Personal Attributes/Qualities** | **Necessity** | **Assessed** |
| Calm and assertive manner | E | I |
| Empathetic and supportive with the ability to quickly build a rapport with people | E | I |
| Flexible and adaptable with the ability to ‘think outside the box’ | D | I |
| **Core Competencies** | **Necessity** | **Assessed** |
| Client focussed | E | A/I |
| Excellent communication skills | E | A/I |
| Good organisation skills and the ability to multi-task | E | A/I |
| Achievement focussed | E | A/I |
| Influencing skills | D | A/I |
| Computer literate | E | A/I |

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| **Additional requirements** | **Necessity** | **Assessed** |
| Will require enhanced DBS clearance. Full driving licence, car available and insured for business use | E | A/I |
| Prepared on occasions to work unsociable hours. | D | I |
| Ability to support participants to achieve CSCS card, relevant Health and Safety Certification and the Marches Construction Ready Skills Matrix | E | I |

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| Created by: | Carole Moreton |
| Created on: | 19th February 2019 |