

Culture & Sport Glasgow

Role Profile Description

Date	May 2006
Family	Social Renewal, Learning and People Development
Role profile Level Number	5
Reporting line (general)	
Purpose	
To assess the needs and develop capacity of individual and groups of people and review the effectiveness of programmes and activities.	
Work area statement	
Action	End Result
Planning	
Produce development plans for the target audience.	A programme of learning and development is delivered within a geographical area, theme, group or individual
Development and Design	
Formulate and design development programmes that reflect the needs of individuals and the community.	The requirements of individual communities or groups are met in the available programmes.
Implementation	
Oversee and control the implementation of programmes/activities.	Programmes are delivered to the required standards and timescale.
Training and Supervision	
Supervise and/or develop the skills and capacity of others involved in delivering activities and programmes.	The capacity to deliver the scheduled programmes and activities is obtained
Service needs analysis	
Monitor and review programmes to identify their effectiveness.	- Standards are maintained and improved - Actions are taken to correct deficiencies
Programme Planning	
Co-ordinate delivery and implementation of the programmes.	Team work and joint understanding to assure effectiveness and efficiency of programme delivery
Partnership	
Liaise and co-ordinate with internal/external partners to ensure that delivery fits with other existing provisions.	The optimum benefit and efficiencies are achieved from the available resources

Nature of contacts and relationship (who and the nature of the communications)		
Working with community and voluntary groups, internal and external partners and potential contact with elected members to answer straightforward questions about service.		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
Working in a Company establishment/activity centre. May be required to work with difficult or complex groups.		
Procedural Context (creativity, discretion, impact)		
Degree of autonomy in developing responses which best meet the needs of individual groups.		
Key facts and figure ranges (include likely size of any team managed)		
May supervise teams of up to ten staff and a small project specific budget of up to £10k.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Qualified and experienced in the relevant work area.		
Work knowledge		
Ability to manage/supervise a team of staff and manage time and resources.		
Work skills and equipment operated		
IT competent and familiar with key software packages.		
Key Competency Requirement		
	Competency	Level
1	Attitude	1
2	Self Development	2
3	Influencing	2
4	Motivation	2
5	Customer Orientation	1
6		
7		
8		