

**Glasgow Life**

**Role Profile Description**

<b>Date</b>	<b>May 2006</b>
<b>Family</b>	<b>Social Renewal, Learning and People Development</b>
<b>Role profile Level Number</b>	4
<b>Reporting line (general)</b>	
<b>Purpose</b>	
To assess the needs and develop capacity of individual and groups of people.	
<b>Work area statement</b>	
<b>Action</b>	<b>End Result</b>
<b>Service needs analysis</b>	
Produce development programmes for the target audience and monitor their effectiveness.	<ul style="list-style-type: none"> <li>• A programme of learning and development is delivered to a group or individual</li> <li>• Standards are maintained and improved</li> <li>• Actions are taken to correct deficiencies</li> </ul>
<b>Development and Design</b>	
Formulate and design development programmes that reflect the needs of individuals and the community.	<ul style="list-style-type: none"> <li>• The requirements of individual communities or groups are met in the available programmes.</li> <li>• Programmes are well informed and reflect good practice</li> </ul>
<b>Implementation</b>	
Control the implementation of assigned programmes/activities.	<ul style="list-style-type: none"> <li>• Programmes are delivered to the required structure, standards and timescale.</li> <li>• Quality assurance reviews</li> <li>• Improvements are identified and implemented</li> </ul>
<b>Training</b>	
Assist the development of skills and capacity of others involved in delivering activities and programmes.	<ul style="list-style-type: none"> <li>• The capacity to deliver the scheduled programmes and activities is improved</li> </ul>
<b>Programme Planning</b>	
Co-ordinate delivery and implementation of the assigned programmes.	<ul style="list-style-type: none"> <li>• Resources are organised and used effectively</li> <li>• Team work and joint understanding to assure effectiveness and efficiency of programme delivery</li> </ul>

<b>Nature of contacts and relationship (who and the nature of the communications)</b>		
Working with community and voluntary groups, internal and external partners to deliver development services.		
<b>Working Environment Context (disruption, physical, disagreeable, health and safety aspects)</b>		
Working in a Company establishment/activity centre. May be required to work with difficult or complex groups.		
<b>Procedural Context (creativity, discretion, impact)</b>		
Will develop client action plans, and undertake needs analysis generally working with individual or small group of clients. Some autonomy in developing responses in an assigned area which best meet the needs of individual groups.		
<b>Key facts and figure ranges (include likely size of any team managed)</b>		
May oversee colleagues to support the maintenance of quality and assist in personal development. No formal management or budget responsibilities.		
<b>Skills, knowledge and qualifications</b>		
Formal qualifications required. Essential and generally preferred		
Qualified and experienced in the relevant work area.		
Work knowledge		
Practical competence may be essential in a complex vocational area		
Work skills and equipment operated		
IT competent. Ability to use equipment relevant to the work area (sports, workshop, outdoor).		
<b>Key Competency Requirement</b>		
	Competency	Level
1	Attitude	1
2	Self Development	2
3	Influencing	2
4	Motivation	2
5	Customer Orientation	1
6		
7		
8		