

Person Specification: MiDAS (Minibus Driver Awareness Scheme) Training Coordinator (Driver assessor)

	Essential	Desirable
Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	Good at establishing rapport and engaging / communicating with people at all levels / from all backgrounds	Non-judgmental
	Good written & verbal communication skills	The ability to deliver presentations and training
	Computer literacy skills	Experience with Microsoft, in particular Excel
	Ability to meet deadlines and manage own workload	Thorough and attentive to detail
	Able to maintain confidentiality	Has understanding of data protection legislation
	Ability to assess individuals' competence against given criteria	Holding a recognised assessment qualification
	Ability to prepare short training courses	Experience of assessing and/or training drivers of passenger carrying vehicles
	Current (clean) driving licence with minibus entitlement	Tested PCV (unrestricted D or D1) licence holder
	Recent minibus or large vehicle driving experience	MiDAS minibus driver certificate holder RoSPA or IAM minibus driver certificate holder. Holds advanced driving qualification
	Knowledge of minibus legislation	
	Knowledge of the Highway Code	
	Ability to demonstrate good practice / recognise unsafe practice	
	Knowledge of health and safety legislation and safeguarding	Knowledge of keeping children safe in education policies
	Knowledge of minibus passenger safety issues relating to transporting individuals with disabilities	
	Experience of working with people with disabilities	Experience of providing a transport service for people with disabilities

(continued overleaf)

Personal attributes (Initiative, building, relationships, team working, equipment, data etc.,)	Enthusiastic	Ability to monitor and evaluate the effectiveness of the training delivered / has the initiative to develop the role
	The ability to work independently and as part of a team	
	Willingness to support the MiDAS approach to minibus safety	
	Commitment to incorporate diversity and equal opportunity strategies when delivering training	
Resource management (Assets, finances etc.)	Demonstrates awareness of the need to deliver training on time and within budget	