

# Person Specification

## Automotive Careers Champion

<b>Department:</b> IMI - Careers	<b>Responsible To:</b> Careers Manager
<b>Role Profile Ref.:</b> CA1	<b>Date of Issue:</b> January 2010
<b>Contract Type:</b> Voluntary	<b>Location:</b> UK Wide

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>1. Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Relevant industry qualifications and training</li> <li>• Presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of child protection</li> </ul>
<b>2. Previous Work Experience</b>	<ul style="list-style-type: none"> <li>• Working in the retail motor industry or at least three years experience of it particularly in a customer facing role</li> <li>• Experience of speaking to large groups of people</li> </ul>	<ul style="list-style-type: none"> <li>• Working with a variety of audiences</li> <li>• Ability to handle question and answer sessions relating to the industry</li> <li>• Experience of customer service and building relationships</li> </ul>
<b>3. Specific Knowledge / Skills/Abilities required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent understanding of the sector, the differing roles and opportunities available</li> <li>• Good time-keeping skills</li> <li>• Ability to work on your own initiative</li> <li>• Effective team-working skills</li> <li>• PC literate</li> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Existing contacts within local area</li> </ul>
<b>4. Motivation / Attitude</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the industry and professional approach to work</li> <li>• Ability to engage and enthuse others</li> <li>• Reliable</li> <li>• Good organisational skills</li> <li>• Flexible</li> <li>• Excellent interpersonal skills</li> <li>• Attention to detail</li> </ul>	
<b>5. Additional Requirements</b>	<ul style="list-style-type: none"> <li>• No criminal record</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work with groups of young people, on a voluntary or non voluntary basis</li> </ul>