

Job Title	Talking Mats Associate	
Time	3 days per week Preferably starting mid October 2014	
Based at	Talking Mats, 2 Beta Centre, Stirling University Innovation Park, Stirling, FK9 4NF	
Salary	To be negotiated but up to £35,000 pro rata	
Reports to	Talking Mats Directors	
Job Purpose:	<ul style="list-style-type: none"> To work with the Talking Mats team to provide high quality training throughout the UK and occasionally abroad To contribute to the ongoing development of resources Using your skills and experience, identify a specific sector and take responsibility for developing sales and marketing in it To be involved in research and consultancy as required To contribute, as agreed, to the day-to-day running of Talking Mats Limited 	
Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant professional qualification at degree level (e.g. health, social or education) Certificate in Talking Mats 	<ul style="list-style-type: none"> Talking Mats Accredited Trainer
Experience/knowledge	<ul style="list-style-type: none"> Significant experience in using Talking Mats Knowledge of the Talking Mats research evidence base 	<ul style="list-style-type: none"> Knowledge of small business operations Driving licence Research skills Marketing and sales experience
Skills	<ul style="list-style-type: none"> Skilled presenter Excellent training skills Good project and time management skills Competent computer skills Networking skills in new sectors for Talking Mats Good interpersonal skills and team working 	<ul style="list-style-type: none"> Confident at organisation of promotional events e.g. conference stands Understanding social media as a marketing tool
Other	<ul style="list-style-type: none"> Willingness to travel with overnight stays 	