



### QUALIFICATIONS

- 1) It is essential that the post holder has qualifications to at least Level 3 with a good standard of English and Mathematics
- 2) It is essential that the postholder is willing to undertake training in Child Protection, Health and Safety (Risk Assessments) and First Aid
- 3) It is desirable that the post holder has a relevant qualification in youth and/or community work

### SKILLS

- 4) It is essential that the postholder can work evenings and weekends as required
- 5) Essential - Good knowledge of Microsoft Office programmes and familiarity with Email and Internet
- 6) Essential - Ability to contact, engage, motivate and communicate with young people
- 7) Essential - Ability to respond appropriately in challenging situations, employing appropriate guidelines
- 8) Desirable-Experience of partnership working and an ability to coordinate and prioritise the needs of different projects
- 9) Essential - The postholder will possess a genuine belief in the important role young people play in society

### EXPERIENCE

- 10) Desirable -Previous or current experience with a voluntary/community sector organisation
- 11) Essential -Demonstrable experience of project design, delivery and monitoring
- 12) Desirable - Experience in understanding and addressing the issues facing deprived communities, families and individuals
- 13) Essential-An understanding of confidentiality matters
- 14) Essential -Willingness to work flexibly

### ASSESSED BY

Application  
form  
& Interview