

# PERSON SPECIFICATION – YOUTH CO-ORDINATOR

## Personal characteristics:

- Friendly, cheerful, positive and self-driven able to work independently or as part of a team.
- Passionate about youth services co-ordination and the delivery of young people's services.

## Essential experience:

- Level 3 youth work qualification and 2 years' experience of managing youth work facilities.
- 2 years' experience of managing, supervising & training staff.

## Essential knowledge/skills:

- a clear understanding of social education as a response to the needs of young people.
- the ability to develop and deliver youth work programmes that respond to the needs of young people.
- the ability to work effectively with young people who present challenging behaviour.
- an understanding of the requirements of developing anti-discriminatory youth work programming.
- an understanding of Equal Opportunities to promote equality of opportunity in their work with children and young people and combat discrimination.
- the ability to carry out financial and administrative procedures.
- demonstrate an understanding of the Health and Safety requirements for the post.
- the ability to adhere to and maintain effective relationships with children and young people, staff, parents, carers and other colleagues within appropriate professional boundaries.
- the ability to effectively monitor, report on and evaluate work undertaken.

## Working with others:

- A believer in strongly supportive environments, sharing and being open with colleagues.
- A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries.
- Ability to exemplify safeguarding.
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.
- Experience of coordinating youth events / activities with other agencies.
- Expectation of Continued Professional Development (CPD) in the role.

## Desirable:

- A full, clean driving licence.
- Politically and creatively aware to the emerging youth scene locally.
- Creative and social media savvy, confident with a range of platforms / websites / apps.