**Person Specification: Youth & Children’s Coordinator**

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| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications** | Qualification in Youthwork or similar | Diploma or Degree in Youth Work/Youth Work Practice |
| **Experience/Knowledge** | Experience and knowledge of youth work methods and techniques (minimum 1 year)  Experience of managing staff or volunteers (minimum 1 year)  Experience of working with Refugees and Asylum Seekers  (Minimum 1 year)  Experience or willingness to learn about working with families from diverse communities  Experience of working to achieve planned outcomes and report against them  Experience of successfully involving services users in decision making processes  Understand how to manage risk and safeguard the health, safety and wellbeing of volunteers and clients  Demonstrate an understanding of the issues facing refugees, asylum seekers and migrants (no detailed legal knowledge is required)  Understand the importance of working collaboratively with and communicating with other agencies effectively | Knowledge of ASDAN programme |
| **Skills** | Able to use IT to support a wide range of tasks, including Word, Excel, Outlook and Social Media  Ability to develop work with young people to achieve planned outcomes  Ability to communicate effectively with children and young people  Ability to communicate with, supervise and empower volunteers to be effective in their role  Ability to coordinate volunteers, establish rotas and ensure key tasks are supported  Excellent written and verbal communication skills appropriate to a variety of audiences  High level of self-motivation and the ability to work independently, to prioritise and manage workload  Ability to work effectively under pressure, delegate effectively and take a “can do” approach |  |
| **Attributes** | Passionate about the aims of the project  Ability to work flexibly as part of a team, and to build and sustain strong working relationships with a wide range of people  Ability to deal appropriately with sensitive and confidential information  Willingness to work flexible hours including some evening and weekend work |  |