**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 communitiesExperience of working to achieve planned outcomes and report against themExperience of successfully involving services users in decision making processesUnderstand how to manage risk and safeguard the health, safety and wellbeing of volunteers and clientsDemonstrate 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 MediaAbility to develop work with young people to achieve planned outcomesAbility to communicate effectively with children and young peopleAbility to communicate with, supervise and empower volunteers to be effective in their role Ability to coordinate volunteers, establish rotas and ensure key tasks are supportedExcellent written and verbal communication skills appropriate to a variety of audiencesHigh level of self-motivation and the ability to work independently, to prioritise and manage workloadAbility to work effectively under pressure, delegate effectively and take a “can do” approach |  |
| **Attributes** | Passionate about the aims of the projectAbility to work flexibly as part of a team, and to build and sustain strong working relationships with a wide range of peopleAbility to deal appropriately with sensitive and confidential informationWillingness to work flexible hours including some evening and weekend work |  |