Person Specification - B:activ Co-ordinator

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| **1. Educational/Professional Qualification** | **Essential** | **Desirable** |
| * A SVQ3 Youth Work / PDA in Youth Work or equivalent |  |  |
| * Sport Leader UK Tutor Training |  |  |
| * Training for Trainers |  |  |
| * First Aid Certificate |  |  |
| **2. Career Experience** | **Essential** | **Desirable** |
| * Experience of Youth Work |  |  |
| * Working with volunteers |  |  |
| * Ability to relate to the local community |  |  |
| * Evaluation and report writing skills |  |  |
| * Ability to work in partnership and in a range of settings |  |  |
| * Ability to engage positively with groups of young people and their youth workers |  |  |
| * Understanding of the voluntary youth work sector |  |  |
| * Awareness of child protection and health and safety requirements |  |  |
| * Awareness of young people’s issues and development needs |  |  |
| * Knowledge of games, sports or arts |  |  |
| * Knowledge and Experience of Awards Schemes in particular Youth Achievement Awards and Dynamic Youth Awards |  |  |
| * Be able to demonstrate experience using youth work methods to support young people. |  |  |
| **4. Skills/Aptitudes/Potential** | **Essential** | **Desirable** |
| * Good organisational skills |  |  |
| * Good time keeper and prepared to work flexibly |  |  |
| * IT literate |  |  |
| * Flexible approach with an ability to meet deadlines |  |  |
| * Good communication skills |  |  |
| * Ability to work with minimum supervision |  |  |

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| 5. Personal Circumstances | **Essential** | **Desirable** |
| * Full driving licence |  |  |
| * Access to a car |  |  |
| * Ability and willingness to work unsociable hours (i.e. evenings and weekends) |  |  |
| * Self-motivated, dynamic and enthusiastic |  |  |