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
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| * Sport Leader UK Tutor Training
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| * Training for Trainers
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| * First Aid Certificate
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| **2. Career Experience** | **Essential** | **Desirable** |
| * Experience of Youth Work
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| * Working with volunteers
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| * Ability to relate to the local community
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| * Evaluation and report writing skills
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| * Ability to work in partnership and in a range of settings
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| * Ability to engage positively with groups of young people and their youth workers
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| * Understanding of the voluntary youth work sector
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| * Awareness of child protection and health and safety requirements
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| * Awareness of young people’s issues and development needs
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| * Knowledge of games, sports or arts
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| * Knowledge and Experience of Awards Schemes in particular Youth Achievement Awards and Dynamic Youth Awards
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| * Be able to demonstrate experience using youth work methods to support young people.
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| **4. Skills/Aptitudes/Potential** | **Essential** | **Desirable** |
| * Good organisational skills
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| * Good time keeper and prepared to work flexibly
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| * IT literate
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| * Flexible approach with an ability to meet deadlines
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| * Good communication skills
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| * Ability to work with minimum supervision
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| 5. Personal Circumstances | **Essential** | **Desirable** |
| * Full driving licence
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| * Access to a car
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| * Ability and willingness to work unsociable hours (i.e. evenings and weekends)
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| * Self-motivated, dynamic and enthusiastic
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