



HELENSBURGH & LOMOND CARERS SCIO

YOUNG CARERS SUPPORT ASSISTANT PERSON SPECIFICATION

Education, Training and Qualifications	Essential/ Desirable	Evidence
A good general standard of education	Essential	Application form
Relevant professional or vocational qualification in working with children or young people and their families	Desirable	Application form
Knowledge, Skills and Experience		
Relevant experience of working with children, young people and their families, including youth work background	Desirable	Application form and interview
A general understanding of young carers and their issues	Essential	Application form and interview
A good knowledge and experience of administration issues in a small team setting including researching, report preparation, filing, clerical duties and reception	Desirable	Application form and interview.
Computer literate specifically Microsoft Office 365 Pro with good knowledge and experience of internet, email, and social media platforms	Essential	Application form and interview.
Experience of working as part of a small team where a flexible/adaptable approach was required to meet the overall deadlines	Essential	Application form and interview.
Experience of organising and administering own workload, with an ability to prioritise and meet deadlines	Essential	Application form and interview
Experience of planning and delivering activities for young people	Essential	Application form and interview
Experience of working with personal and confidential information	Essential	Application form and references

Proven ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability, and sexual orientation	Essential	Application form and interview
Experience of having to respond to new challenges in the workplace	Desirable	Application form and interview
Experience of working with volunteers in a community-based setting	Desirable	Application form and interview
Aptitude and Skills		
Ability to work independently using initiative whilst working as part of a team	Essential	Application form, interview and references
Ability to gain the trust of young people and their families	Essential	Application and interview
Ability to maintain proper boundaries with young people	Essential	Application and interview
Effective presentation and communication skills	Essential	Application form, interview and presentation
Ability to put together and deliver creative, stimulating activities for young people and secure their involvement	Essential	Application and interview
Ability to facilitate teamwork with colleagues, sessional workers, and volunteers	Essential	Application form, interview and references.
Ability to prepare reports and maintain appropriate records	Essential	Application form, interview, and presentation
Sound interpersonal skills with the ability to communicate effectively with vulnerable young people	Essential	Application form, interview and references
Personal Qualities/Attributes		
Possess a positive, upbeat approach to work and able to enthuse others	Essential	Interview and references
Self-confident and able to act on own initiative within a supervisory framework	Essential	Interview and Presentation
Ability to empathise with children, young people in difficult circumstances	Essential	Application form, interview, and references
Calm and even tempered	Essential	Interview, references, and Presentation

Motivated, enthusiastic, persistent, and approachable with a 'can-do' attitude	Essential	Interview, references, and presentation
Willingness to attend training courses and events to assist personal development and improve service delivery	Essential	Application form and references.
Additional Contractual Obligations		
A current driving licence and the use of a vehicle for work purposes	Desirable	Application form
Prepared to occasionally travel out with the Helensburgh and Lomond area to attend meetings, conferences, events and to access training and development opportunities	Essential	Application form and interview
Willingness to work outside of office hours, including weekends, when necessary	Essential	Application form and interview
Willingness to participate to the Charity's fundraising efforts	Essential	Application form and interview
A requirement to be a member of the Protecting Vulnerable Groups Scheme	Essential	Application and interview
If the applicant is not a British citizen, they must be free of restrictions and eligible to work in the UK.	Essential	Application form and interview