



Person Specification Academy Programme Coordinator

Educational/Professional Qualification	Essential	Desirable
Relevant qualification in related discipline (CLD, education, Youth Work)	X	
Experience		
Minimum 4 years experience as a youth worker, educator or facilitator with a track record of planning & developing youth work sessions and/or empowering young people.	X	
Experience of delivering training to young leaders		X
Experience of evaluating youth work		X
Experience of organising and supporting events		X
Experience of working with young people from a range of backgrounds and in different settings	X	
Experience of employability work with young people	X	
Experience of digital engagement tools and methods		X
Experience of working in and/or with the educational sector		X
Experience of recruiting, supporting, training and supervising volunteers		X
Experience of delivering SQA qualifications and other accreditation		X
Specialist Knowledge and Skills		
Build relationships with young people based on respect and care	X	
Understanding of the challenges and barriers young people face, including trauma informed practice and wider youth issues	X	
Can appropriately use social media/digital tools to engage young people	X	
Knowledge of relevant local agencies and the wider sector(s)		X
Understanding of the Scottish education and qualification system		X
Skills/Aptitudes/Interests/Potential		
Has a love and passion for working with young people	X	
Good IT skills and knowledge of Microsoft Office applications	X	
Good organisational skills and ability to meet deadlines	X	
Excellent communicator with young people and other colleagues	X	
A 'can do', positive and flexible approach to everything you do	X	
Personal Circumstances		
Ability to work evenings and weekends if required	X	
Self-motivated and enthusiastic	X	
Driving licence		X
Commitment to promoting the aims and values of Scran Academy	X	