

**CashBack Senior Development Work (Ref:CSDW/21)**

 **Person Specification**

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| **1. Educational/Professional Qualification** | **Essential** | **Desirable** |
| * Qualified Degree or equivalent
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| * Relevant professional qualification
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| * Leadership/Management/Youth Work/CLD qualification
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| **2. Career Experience** |
| * A minimum of five years professional experience working in a range of youth and community settings
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| * Experience of supporting and inspiring young people and communities
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| * Experience of developing and delivering leadership and participation programmes for young people
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| * Strategic and operational planning
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| * Experience of managing youth-led projects
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| * Development and management of evaluation and reporting systems
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| * Experience of producing reports for a variety of stakeholders
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| * Ability to manage complex budgets
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| * Experience of supervising staff and volunteers
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| * Experience of building and sustaining partnerships with stakeholders such as voluntary sector organisations, community organisations, funders
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| * Experience of developing relationships with government Ministers, officials and sector leaders
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| * Experience of developing training for youth workers and volunteers
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| * Track record of successful funding proposals and fundraising
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| * Experience of volunteering
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| **3. Specialist Knowledge** |
| * In-depth knowledge of youth work, youth awards, volunteering or workforce development
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| * Appreciation of the issues and challenges of working in areas of multiple deprivation
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| * Developing new programmes
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| * Programme monitoring and evaluation
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| * Accrediting young people’s achievement through Youth Awards
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| * Resource Development
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| * Programme design and development in the fields of youth voice, youth participation and youth leadership
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| **4. Skills/Aptitudes/Potential** |
| * Excellent organisational and planning skills
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| * Attention to detail in programme development, implementation and reporting
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| * Good time-management skills
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| * Excellent communication skills, including oral presentations and written reports
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| * An ability to plan and meet targets with minimum supervision
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| * Excellent computer skills in working with MS software especially Word and Excel packages
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| * A good knowledge of ICT and skills in using on-line communication tools such as Zoom etc.
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| * The ability to inspire, motivate and challenge people
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| * A “can-do” attitude and flexible approach
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| * The ability to develop and maintain dynamic and trusting partnerships and relationships with funders, partners and colleagues
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| **5. Personal Circumstances** |
| * Willing and able to work evenings, weekends (when required)
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| * Willing and able to travel, including overnight stays away from home
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