

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

**Person Specification**

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