# Person Specification

**Job Title:** Senior Development Worker (Awards Growth)

**Job Ref:** S*DWAG22*

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| **1. Educational/Professional Qualification** | **Essential** | **Desirable** |
| * Generally good standard of education
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| * Either a) qualified to at least SCQF level 9 in a field relevant to the post (see job descriptor)
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| * Or b) minimum of 5 years working in a field relevant to the post (see job descriptor)
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| **2. Career Experience** |
| * Minimum of 3 years’ experience of working in a field relevant to the post (see job descriptor)
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| * Experience of identifying and growing new markets
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| * Excellent partnership-working skills with a wide range of stakeholders
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| * Experience of developing management information systems
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| * Experience of digital marketing, e-commerce, digital engagement tools and methods
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| * Experience of resource and content development
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| * Experience of supporting and quality assuring accredited youth awards or similar
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| **3. Specialist Knowledge** |
| * Able to engage with a range of stakeholders in a variety of settings
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| * Professional experience of at least three of the following:
	+ Development of information management systems
	+ E-commerce systems
	+ Business growth through identifying and developing new markets
	+ Digital marketing
	+ Social media and digital engagement
	+ Assessment of non-formal learning
	+ Training development (face-to face, online and e-learning modules)
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| * Knowledge and understanding of the challenges faced within informal and formal education sectors in Scotland
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| * Able to appropriately use social media /digital tools to engage young people, youth workers, parents, guardians and teachers
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| **4. Skills/Aptitudes/Potential** |
| * Excellent communication skills
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| * Advanced IT skills
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| * Good organisational and planning skills
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| * Good time management skills with the ability to prioritise and meet deadlines
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| * Good interpersonal skills and ability to work as part of a team
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| * Self-motivated and enthusiastic with a ‘can do’, flexible approach
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| **5. Personal Circumstances** |
| * Willing and able to work flexibly, including some evening and weekend work and travel across Scotland, as required.
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| * Full driving licence and access to a car
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