# Person Specification

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

**Job Ref:** S*DWAG22*

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