

## Person Specification

**Job Title:** *Senior Development Worker, Generation CashBack*

(Full-Time @ 35 hrs p/wk)

**Job Ref:** YSSDWGC24

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>1. Educational/Professional Qualification</b><br><a href="https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf">https://www.sqa.org.uk/sqa/files_ccc/Guide_to_Scottish_Qualifications.pdf</a> |           |           |
| Qualified to minimum SCQF Level 6 in a relevant field   | ✓         |           |
| Degree/SCQF Level 9 Qualification   |           | ✓         |
| Leadership/Management/Youth Work/CLD qualification  |           | ✓         |
| <b>2. Career Experience</b>   |           |           |
| 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  | ✓         |           |
| 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 developing relationships with government Ministers, officials and sector leaders  | ✓         |           |

|  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Experience of building and sustaining partnerships with stakeholders such as voluntary sector organisations, community organisations, funders. | ✓                |                  |
| Experience of developing training for youth workers and volunteers   |                  | ✓                |
| <b>3. Specialist Experience</b>  |                  |                  |
| 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  | ✓                |                  |
| Programme design and development in the fields of youth voice, youth participation and youth leadership  |                  | ✓                |
| <b>4. Skills/Aptitudes/Potential</b>   |                  |                  |
| Excellent organisational and planning skills   | ✓                |                  |
| Attention to detail in programme development, implementation and reporting   | ✓                |                  |
| Excellent communication skills, including oral presentations and written reports   | ✓                |                  |
| An ability to plan and meet targets with minimum supervision   | ✓                |                  |
| Excellent ICT skills, MS software packages, including Word, Excel, MS Teams, and zoom and other digital communication tools                    | ✓                |                  |
| 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                  | ✓                |                  |

|  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| <b>5. Personal circumstances</b>                                     |                  |                  |
| Full driving license   |                  | ✓                |
| Willing and able to work evenings, weekends (when required)          | ✓                |                  |
| Willing and able to travel, including overnight stays away from home | ✓                |                  |