



Person Specification: Youth Development Co-ordinator

Experience

	Essential	Desirable
Experience of working and communicating with young people between the ages of 7 and 25	X	
Experience of production of educational materials, from concept to delivery	X	
Knowledge of Catholic Social Teaching on issues of social justice		X
Knowledge of the Catholic education system and youth networks		X
Experience of representing an organisation in a variety of environments		X
Experience of organising events – especially in a school context		X
Experience of working in a school (esp. Catholic) as a teacher, assistant, or volunteer		X
Knowledge of Data Protection legislation	X	
Knowledge of Safeguarding & Protecting Vulnerable Groups (PVG) procedures	X	
Experience of using social media to engage with young people		X

Skills and abilities

	Essential	Desirable
Excellent communication and facilitation skills, using spoken, written, and electronic media	X	
Excellent organisational skills and able to work on own initiative	X	
Ability to use M/S Office, -Word -PowerPoint -Excel -Publisher	X X X X	X
Ability to work effectively both independently and in a team	X	
Ability to develop and work to short and long-term strategies	X	

Personal Attributes

	Essential	Desirable
Personal integrity	X	
Commitment to the values and ethos of SSVP	X	
Willing and able to work unsocial hours as and when required and to travel in line with job demands	X	
Willingness to undertake team tasks when this is needed to achieve an objective	X	
Willing to develop new skills/undertake training when needed	X	