

Post: Activities Coordinator	Organisation: Warrington Youth Club Ltd
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CRITERIA	NECESSARY REQUIREMENTS	*M O A
Experience		
E	Extensive experience of face to face work with young people aged 7 – 19yrs or up to 25 With additional needs	A, I
E	Experience of developing, planning, delivering and evaluating a range of youth work activities to promote and develop young people’s engagement	A, I
E	Experience of managing staff and volunteer teams, carrying out supervision, appraisals and team meetings	A, I
E	Experience of managing staff development	A, I
E	Experience of supporting young people who are disaffected, underachieving, have social/emotional barriers to participation or additional needs	A, I
D	Experience of managing project budgets	A
E	Experience of residential work with young people	A, I
E	Experience of promotion and marketing of youth work activities	A, I
E	Experience of networking and developing partnerships with external agencies	A, I
E	Experience of completing monitoring and budget reports	A, I
E	Experience of managing the referral and recruitment process of staff, volunteers and young people	A, I
E	Experience of working with multi agencies	
Knowledge & Skills		
E	Understanding of current government initiatives and ability to translate local agendas to centre based and outreach work	A, I
E	Knowledge and understanding of the issues that impact on children & young people’s lives	A, I, E
E	Demonstrate commitment to inclusive practices and equality of opportunity for all	A, I, E
E	Understanding of the principles of good youth work practice	A, I, E
E	Recognition of the importance of confidentiality, following all relevant policy and procedures including Safeguarding, Health & Safety, Data Protection, etc	A, I
E	Proven track record of providing excellent customer service with positive feedback	A, I
E	Excellent IT skills: skilled in the use of all Microsoft packages	A, I
E	Excellent organisation skills and communication skills	A, I, E
E	Excellent team work skills	
E	Demonstrates evidence of excellent negotiation skills with a range of professionals	A, I
E	A strong commitment to young people and the ability to engage and build positive relationships with all young people	A, I, E

Personal Attributes		
E	Ability to work independently and use own initiative	A, I
E	An effective manager and leader to their staff teams and young people	A, I
E	Able to work evenings and weekends	A, I
E	Positive, enthusiastic and flexible	A, I, E
E	Approachable and reliable	A, I, E
E	Ability to inspire young people and to raise their aspirations	A, I, E
Qualifications/Training		
D	BA Hons Degree or DipHE in Youth & Community Studies or equivalent	A, C
D	Management Qualification	A, C
E	Evidence of recent and continuing professional development	A, C
D	Evidence of First Aid Qualifications	A, C
D	Evidence of Training in Health and Safety	A, C
D	Qualifications in Sports, Drama, Dance, Music, Art or any activity which would enhance the offer to children and young people	A, C, I

METHOD OF ASSESSMENT (*M.O.A.): A = APPLICATION FORM, E=Exercise, C = CERTIFICATE, I = INTERVIEW, P = PRESENTATION

CRITERIA: E = ESSENTIAL, D = DESIRABLE