

PERSON SPECIFICATION
Vacancy: Schools & Programmes Coordinator
Date: July2021

QUALITIES REQUIRED	ESSENTIAL	DESIRABLE
Attainment/Qualifications Good educational attainment – level 3 or above Educated to degree or equivalent level Relevant youth work or teaching qualification	✓ ✓	✓ ✓
Knowledge & Experience Good experience of working with young people, or at least of working within an education or youth work setting Experience of teaching or training Experience of working one-to-one with vulnerable people e.g. mentoring, job coaching Experience of working within a team Good understanding of safeguarding and health & safety issues Knowledge & experience of the built environment sector Excellent IT skills Experience of working with CRM databases	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Abilities Ability to communicate with and engage young people Ability to manage a group of young people Excellent interpersonal and communication skills Ability to engage and persuade people at all levels within schools & industry A good understanding of the needs and constraints of schools, as well as of industry partners, and the ability to match & broker between both Organised, systematic approach with good attention to detail Ability to develop and maintain good relationships with stakeholders Ability to become an expert in a locality and play a role 'joining the dots' to facilitate career pathways for local young people Excellent project/programme management skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Motivation A genuine enthusiasm for creating opportunities for young people, particularly those facing barriers to work Passionate about equal opportunities and diversity Hard-working, self-motivated and a can-do approach Strong work ethic and reliable Able to work on own initiative and as part of a team A willingness to meet the needs of funders and other supporting partners	✓ ✓ ✓ ✓ ✓ ✓	
Personal Attributes Adaptable and flexible Able to adapt to a changing environment quickly and effectively Ability to adopt a positive approach to all stakeholders Ability to act with tact & diplomacy	✓ ✓ ✓ ✓	
Personal Presentation Professional and smart appearance Excellent ambassador for the Trust	✓ ✓	
Circumstances Enhanced DBS check (CYT will carry out on all new appointments) Able to travel across North Kent and South-East London on a regular basis, and beyond from time to time (may include overnight stay)	✓ ✓	