

# YOUTH & COMMUNITY DEVELOPMENT OFFICER

## Person Specification

ATTRIBUTES	Essential / Desirable
<b>Qualifications</b>	
1. Professional qualification in a relevant discipline e.g. community work, management etc	E
<b>Experience</b>	
2. Experienced in supervision of youth and young adults	E
3. Experience of fundraising from trusts and public sources	D
4. Experience of working on own initiative to an agreed action plan	E
5. Experience in the use of computer applications e.g. MS Word, Excel, Powerpoint, etc.	E
6. Experience of recruiting and working with volunteers	D
<b>Knowledge and Understanding</b>	
7. Numerate and able to understand budgetary issues	E
8. Committed and able to conduct business following the spirit and the intent of the equal opportunity laws.	E
9. To be aware of and have regard for the advice from relevant statutory bodies in relation to professional matters.	D
10. Understand the importance of appropriate and targeted marketing	D
<b>Competences</b>	
11. Ability to work in partnership with internal/external colleagues	E
12. Ability to lead and motivate appropriately in a variety of situations	E
13. Ability to communicate and facilitate change	E
14. Ability to listen, influence and communicate points of view	E
15. Ability to manage and develop staff through an appraisal/review system	E
16. Can demonstrate effective decision making	E
17. Ability to plan and organise own work	E
18. Ability to be customer focused	E
19. Ability to tackle and resolve problems / conflicts	E
20. Demonstrates commitment to equal opportunities	E
21. Ability to use ICT effectively	E