



Person Specification

JOB TITLE: Team Leader - Prince's Trust Team Programme

POST NO:

GRADE: 9

DEPARTMENT: Community and Safety

HOURS: 37

DIVISION: Housing, Communities and Youth

DIRECTOR: Adrian Chapman

DATE: 9th April 2013

COMPLETED BY: Denham Hughes

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> ● Commitment to the implementation of the Council's Vision, Mission and Values Statements. ● Knowledge & understanding of current issues facing young people ● Knowledge of issues related to partnership and interagency work ● Understanding of The Prince's Trust Team Programme ● Up to date knowledge of current regional and national developments in the Prince's Trust Team Programme ● Knowledge of Health and Safety procedures. 	
<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> ● Excellent communication skills – written and oral. ● Ability to build effective relationships with young people. ● Ability to develop and maintain effective relationships with a variety of key stakeholders, including young people and voluntary and community sector. ● To be self motivated and ability to work unsupervised. ● Negotiation skills to develop a suitable support package with partners that are underpinned by service level agreements. ● Ability to manage a budget and be able to generate income. 	<ul style="list-style-type: none"> ● Communication skills with media and external agencies advantageous.

	<ul style="list-style-type: none"> • Ability to manage a varied and pressurised workload to meet deadlines and achieve service performance targets. • Skills in general ICT use for the development and administration • Ability to devise and deliver lesson plans in accordance with the Prince's Trust Team Programme 	
EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of work in an organisational coordination role. • Successful experience of team working. • Planning, recording and evaluating work within a quality assurance framework. • Experience and proven success in setting and management of budgets. • Experience of working in partnership with a range of agencies who deal with young people. • Experience of working with young people. • Proven experience of leading city wide programmes that has created learning and achievement for young people. • Experience of motivating individuals and teams to achieve positive outcomes. 	<ul style="list-style-type: none"> • Experience of planning, administering and evaluating coordination meetings
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum NVQ level 2 • Commitment to undertake the appropriate training and qualifications 	Prince's Trust Team Leader qualification PTLLS CTLLS
PERSONAL CIRCUMSTANCES	Flexible Working hours to accommodate evening and weekend work where necessary.	Current Driving Licence and ownership of an appropriately insured vehicle.
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]