

Person Specification

JOB TITLE:	Programme Officer (NCS and Targeted DofE)	POST NO:	
GRADE:	8	DEPARTMENT:	People and Communities
HOURS	37		
DIVISION:	Targeted Youth Support Service	DIRECTOR:	Adrian Chapman
DATE:	23rd Feb 2018	COMPLETED BY:	Muhammed Chagani and Matt Oliver

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Knowledge & understanding of current issues facing young people.</p> <p>Knowledge of issues related to partnership and interagency work</p> <p>Understanding of risks relating to safeguarding and child protection</p> <p>Knowledge of Health and Safety procedures</p> <p>Good Knowledge and Understanding of of both the NCS and DofE programmes.</p>	<p>Knowledge and Understanding of Recruitment in relation to the NCS programme.</p>
SKILLS & ABILITIES	<p>Excellent communication skills with both young people and adults.</p> <p>Good report writing and presentation skills</p> <p>Good organisational skills</p> <p>Accurate record keeping & ICT skills</p> <p>Proven ability to engage young people and to motivate them to participate in personal development activities.</p> <p>Ability to supervise Volunteers /</p>	

	<p>Seasonal and Sessional Staff</p> <p>Negotiation skills to develop suitable programme packages with partners that are underpinned by service level agreements.</p> <p>Ability to develop and maintain effective relationships with a variety of key stakeholders, including young people, schools and voluntary and community sector</p> <p>Ability to manage a budget and be able to generate income</p> <p>Ability to manage a varied and pressurised workload to meet deadlines and achieve service performance targets</p>	
EXPERIENCE	<p>Experience of NCS and DofE programme delivery.</p> <p>Experience of leading and developing personal development and volunteer programmes.</p> <p>Experience of managing health and safety and safeguarding aspects of site programmes.</p> <p>Planning, recording and evaluating work within a quality assurance framework</p> <p>Experience of managing user complaints and queries.</p> <p>Experience of working in a team to achieve set targets.</p> <p>Experience and proven success in setting and management of budgets</p> <p>Experience of record keeping</p> <p>Experience of planning and delivering large celebration events.</p> <p>Experience of motivating individuals and teams to achieve positive outcomes</p>	<p>Experience of management of Volunteers / Part Time Staff</p>
QUALIFICATIONS	<p>Qualified to NVQ level 3 or above.</p>	<p>Qualification in either Project Management, Teaching or Working</p>

		with Young People.
PERSONAL CIRCUMSTANCES	Ability to work flexibly as the programme requires, including residential work, weekends and evenings.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities – <i>A/</i>	
CUSTOMER CARE	Knowledge and understanding of effective customer care – <i>A/</i>	

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