



Person Specification

Vacancy: Central Resources Intern

Qualities Required
Attainment/Qualification <ul style="list-style-type: none"> - Good educational attainment or equivalent experience: Level 3 (BTEC, A- Level, etc.) or equivalent
Knowledge & Experience <ul style="list-style-type: none"> - An interest in the charity sector - IT literate and digitally savvy - Excellent administration skills - No prior experience required, however, we welcome applicants with volunteering or work experience in the charity sector, as well as applicants with an interest in data and IT
Abilities <ul style="list-style-type: none"> - Excellent communication skills, both written and oral - Confidence in telephone communication - Ability to communicate professionally with a range of people including funders, in-kind supporters and industry representatives - Multi-tasker, good team-worker and organised - Great at planning and organising, including prioritising and making the most effective use of time and resources to achieve personal and team objectives. - An eye for detail
Motivation <ul style="list-style-type: none"> - A genuine enthusiasm for creating opportunities for young people, particularly those facing barriers to work - Drive, energy and self-motivation, and a 'can-do' approach - A commitment to safeguarding and promoting the welfare of children and vulnerable adults
Personal Attributes <ul style="list-style-type: none"> - A positive approach to engaging all stakeholders
Personal Presentation <ul style="list-style-type: none"> - Professional and smart appearance when required/appropriate - Excellent ambassador for the Trust
Circumstances <ul style="list-style-type: none"> - Enhanced DBS check (CYT will carry out on all new appointments) - Able to travel across London on a regular basis, and outside of London from time to time (may include overnight stay)

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Patron: HRH The Duke of Gloucester KG GCVO Charity no: 1094323 Company no: 04461612