

PERSON SPECIFICATION
Vacancy: Youth Progression Coordinator
Date: July 2021

QUALITIES REQUIRED	ESSENTIAL	DESIRABLE
Attainment/Qualifications Good educational attainment – level 3 or above JNC, NVQ level 3 or equivalent qualification in youth work, social work or careers IAG, etc and/or substantial experience in similar role	✓ ✓	
Knowledge & Experience Good experience of working with young people, especially challenging or at risk young people Experience of working one-to-one with young people e.g. mentoring, job coaching Experience of supporting young people into a sustained Employment/Training/Education outcome Experience of delivering activities and sessions to groups of young people Experience of working within a team Good understanding of safeguarding, risk assessment and health & safety issues Knowledge & experience of the built environment sector Excellent IT skills Experience of working with CRM databases	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Abilities Ability to engage and build a positive relationship with young people, in particular high risk or young people facing significant barriers to employment Ability to manage a group of young people Excellent interpersonal and communication skills Excellent outreach and relationship building/maintaining skills Organised, systematic approach with good attention to detail Ability to become an expert in a locality and ‘join the dots’ for local young people Good project/programme management skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Motivation A passion for supporting young people to reach their full potential, particularly those facing barriers and exclusion A determination to discover and secure employment/training/education opportunities for young people, especially those facing the greatest barriers to employment 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 Ability to adopt a positive approach to all stakeholders Ability to act with tact & diplomacy Ability to relate, and be relatable, to young people from disadvantaged backgrounds, under-represented groups and those facing significant barriers	✓ ✓ ✓ ✓	

Personal Presentation Professional and smart appearance when required/appropriate Excellent ambassador for the Trust	√ √	
Circumstances 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)	√ √	