

PERSON SPECIFICATION
Vacancy: Central Resources Coordinator
Date: May 2024

QUALITIES REQUIRED	ESSENTIAL	DESIRABLE
Attainment/Qualifications <ul style="list-style-type: none"> - Good educational attainment – level 3 or above 	√	
Knowledge & Experience <ul style="list-style-type: none"> - Passionate about working in the charity sector - High level of IT literacy including Microsoft office - Excellent administration skills - No prior experience required, however, we welcome applicants with volunteering or work experience in the charity sector - Event management experience - Working knowledge of CRM databases - Relationship management experience - Knowledge of how apprenticeships work 	√ √ √	√ √ √ √ √
Abilities <ul style="list-style-type: none"> - Excellent interpersonal and relationship building skills - 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. - Proactive, with an ability to identify and develop opportunities on own initiative - Close attention to detail - Highly organised - Proven ability to project manage effectively 	√ √ √ √ √ √ √	√
Motivation <ul style="list-style-type: none"> - A genuine enthusiasm for creating opportunities for young people, particularly those facing barriers to work - 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 <ul style="list-style-type: none"> - Adaptable and flexible - Able to adapt to a changing environment quickly and effectively - Ability to adopt a positive approach to all stakeholders - A team player who works well with others 	√ √ √ √	
Personal Presentation <ul style="list-style-type: none"> - Professional and smart appearance - 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 North Kent and South-East London on a regular basis, and beyond from time to time (may include overnight stay) 	√ √	

