

PERSON SPECIFICATION

Candidate name					
Interviewer name		Date		Candidate Total Score	
Post Title	Youth Activity Worker	Band	2	Job Evaluation Reference	G797
Directorate	Education, Skills and Community Wellbeing	Base	D&G		
Required Attributes					
1. EDUCATION AND TRAINING		SCORE		Essential	Desirable
Youth Work qualification and/or training					✓
First Aid					✓
Health & safety					✓
2. EXPERIENCE		SCORE		Essential	Desirable
Working with young people				✓	
Working in the Youth Work sector					✓
3. SKILLS AND ABILITIES		SCORE		Essential	Desirable
Communication skills				✓	
Customer care					✓
Work as part of a team				✓	
4. KNOWLEDGE		SCORE		Essential	Desirable
Customer requirements					✓
Health & safety					✓
Activities for young people					✓
5. PERSONALITY FACTORS		SCORE		Essential	Desirable

Outgoing			✓	
Flexible attitude			✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness				

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.