

PERSON SPECIFICATION

Post Title	Senior Youth Development Officer	Band	11	Job Evaluation Reference	G132
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Qualified to SCQF level 9 or equivalent in Community Learning & Development or youth work				✓	
CLD Standards Council endorsed Degree				✓	
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Moderate post qualifying experience in youth work or CLD				✓	
Partnership working				✓	
Accessing funds and grant making bodies				✓	
Developing and supporting communities				✓	
Supporting community needs				✓	
Planning & Evaluation Techniques				✓	
Quality Assurance				✓	
Supervision of Young Peoples Services Staff (Qualified)				✓	
Experience in Youth Work				✓	
Local government					✓
committee procedures within community group					✓
Committee procedures within Local Authorities & community groups					✓
Community Planning				✓	
CLD Strategic Guidance for Community Planning Partnerships				✓	
National policies affecting Youth Work				✓	

Education Scotland procedures & Self-evaluation		✓
3. SKILLS AND ABILITIES	Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training		
Time management	✓	
Teamwork	✓	
Communication with individuals and groups	✓	
Networking	✓	
Report writing	✓	
Budget Management	✓	
Supervision and support of paid staff and volunteers	✓	
4. PERSONALITY FACTORS	Essential	Desirable
Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Dynamic	✓	
Highly motivated	✓	
Able to work on own initiative	✓	
Able communicator	✓	
Flexible	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Relevant PVG Checks prior to appointment	✓	
Full driving license	✓	
Work evenings and weekends on regular basis	✓	
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:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.