

PERSON SPECIFICATION

PROJECT COORDINATOR – JUST THE JOB

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> ➤ Car driver/owner ➤ Relevant qualification in Information Advice & Guidance ➤ Relevant qualification in youth work ➤ Good Level of Maths and English
Knowledge	<ul style="list-style-type: none"> ➤ Good understanding of youth support provision across Leeds ➤ An understanding and commitment to equality and diversity ➤ An understanding of data protection, confidentiality and safeguarding ➤ An understanding of social exclusion and the difficulties and challenges faced by unemployed young people ➤ Awareness of organisations suitable for referrals ➤ An understanding of other programmes and funding streams including JCP provision ➤ Awareness of the deprived inner-city areas and the barriers to engagement 	<ul style="list-style-type: none"> ➤ An understanding of government legislation regarding unemployment and entitlements
Skills	<ul style="list-style-type: none"> ➤ Ability to engage, communicate and work effectively in a constructive and non – judgemental way with young people that have a wide range of needs ➤ Excellent communication and interpersonal skills ➤ Exceptional organisational skills ➤ Ability to review delivery to ensure consistent and high standards are maintained ➤ Ability to operate with strict confidentiality ➤ Competent computer skills in MS Office (in particular Outlook, Word and Excel) ➤ Ability to maintain professional working relationships and work as an effective team member ➤ Time management - ability to manage your time effectively to meet work demands and deadlines ➤ Ability to identify and approach new organisations/businesses to create new referral or progression opportunities 	

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ➤ Project coordination experience ➤ Supervisory and line management experience Track record of successful partnership engagement ➤ Experience of keeping comprehensive, accurate and effective records, paperwork, report writing and monitoring targets ➤ Experience of establishing and developing working relationships with employers and agencies to maximise referrals and progression opportunities for service users 	<ul style="list-style-type: none"> ➤ Experience of leading both internal and external meetings. ➤ Experience of restorative practice ➤ Previous experience of working on contract funded projects.
Personal Attributes	<ul style="list-style-type: none"> ➤ Flexible and adaptable ➤ Reliable and committed ➤ Enthusiastic ➤ Ability to problem solve and work on own initiative ➤ Professional 	