



**PERSON SPECIFICATION**

**YOUTH SERVICES MANAGER**

**CANDIDATE NO:**

<b>For office use only</b>		
<b>Shortlisted:</b>	<b>Yes/No</b>	<b>Internal/External</b>
<b>Result of Interview</b>	<b>Appoint / Hold / Not Appointable</b>	
<b>Reasons for Decision</b>		
<b>Chair of Panel:</b>		<b>Date:</b>

**FOR OFFICIAL USE ONLY – NOT TO BE COMPLETED BY CANDIDATES**

CRITERIA	HOW JUDGED	MET	PARTLY MET	NOT MET	COMMENTS
<b>WORK RELATED EXPERIENCE</b>					
<i>ESSENTIAL</i>					
1. Experience of line managing staff	Application Form and interview				
2. Experience of working with vulnerable children and young people	Application Form, Presentation and interview				
3. A proven track record of at least 2 years management in youth and community work	Application Form and interview				
4. Experience of managing, developing and delivery of a community project	Application Form, Presentation and interview				

<b>CRITERIA</b>	<b>HOW JUDGED</b>	MET	PARTLY MET	NOT MET	<b>COMMENTS</b>
5. Experience of recruiting, training and supporting peer mentors	Application Form and interview				
<i>DESIRABLE:</i>					
1. Experience of contributing to strategic planning and target setting	Application Form and interview				
<b>SKILLS AND ABILITIES</b>					
<i>ESSENTIAL</i>					
1. A strong commitment to children and young people and an understanding of the factors affecting their lives	Application Form, Presentation and interview				
2. The ability to provide reliable support to children and young people and act with integrity in times of stress	Application Form And interview				
3. Excellent interpersonal skills, with the ability to establish good relationships with children and young people in an empathic and non-judgmental way	Application Form and interview				
4. A sense of adventure and willingness to try new things	Application Form and interview				
5. Literacy, numeracy, record keeping, presentation and report writing skills	Application Form and interview				

<b>CRITERIA</b>	<b>HOW JUDGED</b>	MET	PARTLY MET	NOT MET	<b>COMMENTS</b>
7. Skills in using a range of on-line/virtual and social media support	Application Form and interview				
8. Ability to plan and undertake speaking engagements to promote the work	Application Form and interview				
<b>KNOWLEDGE</b>					
<i>ESSENTIAL:</i>					
1. A relevant professional qualification in youth work or equivalent specialism	Application form and interview				
2. Knowledge of and ability to maintain professional boundaries	Application form and interview				
3. Knowledge and understanding of Child Protection and Safeguarding	Application form and interview				
4. Knowledge of Health and Safety including risk assessments	Application form and interview				
5. An understanding of the importance of confidentiality whilst working with children, young people and families	Application Form and interview				
6. Knowledge of impact measurement tools to evaluate work with children and young people	Application Form and interview				
<i>DESIRABLE:</i>					
1. Counselling qualification	Application Form				

	and interview				
2. An interest in, or talent, for sport or performing arts	Application Form and interview				
3. Knowledge of Hastings and Bexhill and the services to support children and young people					
<b>CRITERIA</b>	<b>HOW JUDGED</b>	MET	PARTLY MET	NOT MET	<b>COMMENTS</b>
<i>ESSENTIAL:</i>					
1. Ability to work evenings and occasional weekends	Application Form And interview				
2. Ability to travel across Centres in Hastings and Bexhill	Application Form And interview				