

## Person Specification

<b>Job Title:</b>	<b>Post No:</b>	<b>Grade:</b>
Youth Employment Hub co-ordinator	To be advised	HC 8
<b>Directorate:</b>	<b>Division/ Department:</b>	<b>Section/ Location:</b>
Children and Young People	Education Development and Skills	57 to 59 Blueschool Street Hereford

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven substantive experience of having worked effectively with young people not in education, employment or training</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Substantive experience of co-ordinating and delivering employment and skills related activities.</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Demonstrable ability to work effectively within a multi-disciplinary and inter agency setting</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Experience of developing partnerships and interagency working including protocol development.</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Experience of stakeholder engagement.</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>A working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Demonstrate ability to work in a team environment , manage staff and support development of self and others</li> </ul>	AF/I

	<ul style="list-style-type: none"> <li>• Experience of managing and prioritising diverse tasks.</li> <li>• Good working knowledge of employment programmes and routes to employment</li> </ul>	<p>AF/I</p> <p>AF/I</p>
<p><b>Skills and Abilities</b>  <i>Including personal attributes.  Consider if project management skills are needed.</i></p>	<ul style="list-style-type: none"> <li>• Ability to see the bigger picture and are able communicate this to others effectively to achieve a common goal.</li> <li>• Proven ability to work independently and make decisions about individual young people with little input from more senior officers</li> <li>• Ability to manage multiple workloads across diverse employment and skills sectors.</li> <li>• Proven ability to manage others – set clear goals and targets and deliver a coherent approach to staff development and training</li> <li>• Ability to work effectively with a wide range of people and agencies.</li> <li>• Knowledge of local and national support initiatives for young people not in education, employment or training</li> <li>• Ability to maintain clear professional boundaries.</li> <li>• An understanding of the challenges of youth unemployment for young people, including Mental Health, Disability, Young Parents, Care Leavers, Ex- Offenders, Young Homeless People.</li> <li>• To have Insight into Youth Unemployment challenges post COVID-19 and ways to creatively communicate labour market intelligence and opportunities.</li> <li>• Demonstrate excellent organisational skills and report writing skills including good numeracy and literacy.</li> <li>• Ability to plan, deliver and evaluate activities.</li> </ul>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

	<ul style="list-style-type: none"> <li>• Excellent communication skills with both young people and adults</li> <li>• Ability to organise events/meetings with the use of technology</li> <li>• Ability to promote and raise the profile of the Youth Hub</li> </ul>	AF/I  AF/I  AF/I
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• To hold a relevant qualification at Level 3 or above or relevant experience</li> </ul>	AF
<b>Other Factors</b> <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i>	<ul style="list-style-type: none"> <li>• Commitment to council's ethos of equality and inclusion</li> <li>• Ability to travel within and outside of the County</li> <li>• Requirement to work outside office hours when required</li> </ul>	I  I  I

\*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

<b>Line Manager Name:</b>	<b>Date:</b>
Alexia Heath	September 2021
<b>Date person spec last reviewed:</b>	
September 2022	