

Youth Co-ordinator
PERSONNEL SPECIFICATION

Job Title: Youth Co-ordinator

	<i>Essential</i>	<i>Desirable</i>
Qualifications		A relevant community youth work qualification or equivalent
Experience	<p>Minimum of two years full-time or three years' part-time children and youth work experience in a paid or voluntary capacity</p> <p>Experience of co-ordinating youth activities</p> <p>Experience of group work /facilitation and or training</p> <p>Competent IT , administration and report writing skills</p>	<p>Experience of working with volunteers in a leadership capacity</p> <p>Experience of project management; designing and evaluating projects</p> <p>Ability to train leaders to work with young people</p>
Training	Willingness to participate in professional development opportunities	
Knowledge Areas	<p>Knowledge and understanding of the Religious Society of Friends in Ireland</p> <p>Knowledge and understanding of Child Safeguarding / Access NI</p>	<p>Relevant knowledge of Health and safety and other legislation including best practice</p> <p>Knowledge of similar agencies and resources that are available</p>
Personal Attributes and Circumstances	<p>A commitment to the tenets and beliefs of Quakers</p> <p>Good interpersonal and team building skills</p> <p>Organisational skills and good time management</p> <p>Able to demonstrate an ability to work on own initiative</p> <p>Willingness and ability to work irregular hours including evenings, weekends and occasional residentials</p> <p>Ability to maintain appropriate confidentiality in dealing with information and people.</p>	<p>Good general health</p> <p>Valid, full driving licence</p> <p>Car owner / access to transport</p>