**Person Specification – Shine Together Group Co-ordinator**

In your application please give us examples of how you feel you meet each specification. For some of the specifications we will rely on your references.

You may draw on your experiences of work, education, volunteering, hobbies, raising a family etc.

**Essential**

* At least 6 months experience of working with children or young people with additional needs/challenging behaviour. (voluntary or paid)
* Able to communicate effectively and sensitively with young people in the group and their families
* Good timekeeper, punctual and reliable
* Enthusiastic and positive outlook.
* Experience of working in a team with colleagues and volunteers
* Good standards of literacy and numeracy
* Willing to uphold the centres safeguarding and child protection practices and processes
* Embody the centre’s values of integrity, compassion, truth, justice, reverence, honesty, diligence and respect
* IT literate and able to use standard MS Office applications and email communications
* Able to lead group activities effectively with a creative approach to meet the needs of the young people attending.
* Trustworthy to be a key holder for a historic church building.
* Experience or ability to write clear, concise reports and present information to funders / committee members.
* Able to work flexibly, including Saturday work when the group meets.
* Must be legally entitled to work in the United Kingdom.
* Must agree to an enhanced DBS check being obtained prior to recruitment (condition of employment).
* Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.

**Desirable**

* Recognised childcare or youthwork qualification
* First Aid qualification
* Safeguarding training qualification
* Evidence of self-development relevant to the post
* Experience of managing a project
* Experience of supervising staff or volunteers confidently and fairly.
* Experience of successful fundraising by finding and applying for grants.