

PERSON SPECIFICATION - PLACEMENT COORDINATOR

When filling in your application form please ensure that you write about each of the areas below. These will be used to shortlist applicants. Please try and give practical examples of your skills, experience and knowledge.

<u>QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>
Level 3 Award in Education and Training or equivalent		✓
<u>SKILLS</u>		
Ability to communicate effectively with young people and manage challenging situations when working with young people in a wide variety of settings.	✓	
Ability to work in partnership with a range of agencies/organisations	✓	
Ability to prioritise and organise own workload effectively	✓	
Ability to work on own initiative and in a team	✓	
Ability to develop and implement new initiatives	✓	
Ability to monitor, review and evaluate work, and produce clear and concise written reports	✓	
Ability to use Microsoft office and the internet	✓	
Ability to work within BYH's equal opportunities framework	✓	
Ability to work within a confidential framework	✓	
Ability to work flexibly and occasionally outside office hours	✓	
<u>EXPERIENCE</u>		
Experience of communicating and working directly with young people	✓	
Experience of leading educational workshops		✓
Experience of partnership working with a range of agencies/organisations		✓
Experience of working on own initiative and within a team	✓	
Experience of developing and implementing new initiatives		✓
<u>KNOWLEDGE:</u>		
Knowledge of the care system and its impact on young people		✓
Knowledge of issues affecting young people	✓	
Knowledge of the voluntary sector and voluntary sector management committees		✓

- Applicants will be required to undergo a DBS Check.
- Applicants will need a full driving licence and access to their own transport is essential, as role will involve travelling to a variety of locations.