



**West Silvertown Foundation
Person Specification**

Youth Project Coordinator

Experience and Qualifications	
2 years' experience in a youth work role	E
A youth work degree or relevant professional qualification	E
Experience of planning, developing and delivering youth projects	E
Experience of multi-agency and partnership working	E
Experience of engaging with diverse inner city communities	E
Experience of working as part of a consortium	D
Experience of working in schools	D
Skills and Knowledge	
Awareness of the particular needs and challenges of young people in Newham	E
Ability to implement current government policy relating to safeguarding and child protection	E
Excellent negotiation and motivation skills	E
Ability to identify problems and put forward solutions	E
Ability to involve young people in effective decision making	E
Excellent written, communication and computer skills	E
Ability to manage pressure and competing demands	E
Ability to manage budgets and finances	E
Attributes	
Very much a people person, able to build strong relationships at all levels.	E
Self-motivated and enthusiastic with the ability to work on own initiative	E
A good team player with a willingness to be flexible and adaptable	E
Creative thinker with the ability to motivate others	E
An ability to handle sensitive and confidential information with discretion, tact and diplomacy	E
Highly organised and able to prioritise workloads	E
Flexible approach to problem solving	E
Other requirements	
Ability to work unsocial hours	E