

PERSON SPECIFICATION – SHINE OUTREACH OFFICER, SOUND IT OUT COMMUNITY MUSIC

Method of Assessment: A: Application I: Interview T: Test R: Reference

	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience of one to one and group working with young people. ▪ Experience of providing support and information with young people. ▪ Ability to plan programmes and activities. ▪ Experience of Coordination of localized youth/arts activities/programmes. ▪ Experience of working on a programme with a variety of partners. 	<ul style="list-style-type: none"> ▪ A/I/R ▪ A/I/R ▪ A/I/R ▪ A/I/R ▪ A/I/R 	<ul style="list-style-type: none"> ▪ Experience of mentoring young people ▪ Experience community music sector ▪ Knowledge and experience of Youth Service working ▪ Experience of managing youth/arts programmes 	<ul style="list-style-type: none"> ▪ A/I/R ▪ A/I/ ▪ A/I/R ▪ A/I/R
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Ability to work Friday and Saturday afternoons and evenings on a weekly basis ▪ Ability to contact, engage and motivate at risk / marginalised / isolated / hard to reach young people ▪ Able to communicate well with individuals and groups of young people and engage in programme design, delivery and evaluation 	<ul style="list-style-type: none"> ▪ A/I ▪ A/I/R ▪ A/I/R 	<ul style="list-style-type: none"> ▪ Knowledge of or interest in a variety of musical styles ▪ Good Computer and Desk Top Publishing skills 	<ul style="list-style-type: none"> ▪ A/I ▪ A/I/T

	<ul style="list-style-type: none"> ▪ Ability to build relationship of trust with young people and engage them in the Shine Programme ▪ An understanding of the issues facing young people ▪ Able to work as a member of a team and on own initiative ▪ Ability to plan by setting clear targets, meeting objectives and effectively monitoring and evaluating performance ▪ A commitment to equal opportunities and anti-discriminatory practice ▪ Ability to work with diverse groups of people and individuals to achieve set aims and objectives. ▪ Excellent verbal and written communication skills ▪ Computer skills in word processing. ▪ Hold a clean driving license and own vehicle 	<ul style="list-style-type: none"> ▪ A/I/R ▪ A/I ▪ A/I/R ▪ A/I/R ▪ A/I/R ▪ A/I ▪ A/I/T ▪ A/I/T ▪ A/I 	<p>including word processing, spreadsheet, database creation /management and use of the Internet</p> <ul style="list-style-type: none"> ▪ Confident public speaker ▪ Excellent communicator with young people, programme partners and stakeholders. 	<ul style="list-style-type: none"> ▪ A/I ▪ A/I/R
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Relevant Youth Work Qualification, NVQ/VRQ Level 3 or equivalent qualification as relevant to the skills and experience required above. 	<ul style="list-style-type: none"> ▪ A/I 	<ul style="list-style-type: none"> ▪ Qualification in an activity relevant to the Music and/or Youth Work Curriculum ▪ Previous training in Health & Safety and/or Child Protection 	<ul style="list-style-type: none"> ▪ A/I ▪ A/I

NB. Please enclose a copy of Criminal Disclosure certificate with your application if you have been CRB checked