

# Person Specification

**POST TITLE:** Senior Project Officer  
**PROJECT:** Aasha Gang Mediation Project



	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the variety of services, provisions, projects and opportunities available in the London Borough of Tower Hamlets for young people.</li> <li>• Experience of coordinating and delivering off site activities, group sessions and or residential</li> <li>• Some experience of managing/ supervising and developing staff effectively.</li> <li>• 3 years' experience of managing and delivering projects.</li> <li>• 3 years' experience of working in the youth and community sector.</li> <li>• Experience of promoting &amp; representing project at various levels</li> <li>• Experience of monitoring, evaluating and writing reports.</li> <li>• Experience of working with a range of partners and developing effective relationships.</li> <li>• Experience of recruiting and supporting volunteers.</li> <li>• Experience of working with black and Asian minority ethnic communities.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of computer literacy, particularly Microsoft Office.</li> <li>• Experience of supporting young people in distress as well as their carers, and or victims of crime or other related field. (s)</li> <li>• Contacts &amp; networks in LBTH &amp; beyond</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in Youth Work or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Youth Work</li> <li>• Qualification in Leadership and Management</li> <li>• Appropriate qualification in Conflict resolution</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Evidence of continued personal and professional development and willing to undertake further skills training as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in volunteer management, child protection, risk assessment, conflict resolution and supervision, gang violence prevention and intervention</li> </ul>
<b>Knowledge and</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with young people,</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of conflict mediation and resolution</li> </ul>

<b>Skills</b>	<p>both individually and in a group setting, and able to motivate and engage young people in programmes of work to address offending behaviour</p> <ul style="list-style-type: none"> <li>• The ability to transfer to children and young people a positive belief in change</li> <li>• Knowledge and understanding of the cultural norms and values of young people in general and youth affected by gang culture in particular</li> <li>• Knowledge and understanding of group dynamics, theory of gangs, protective factors, risk factors, pathways of change and other related topics</li> <li>• Knowledge and understanding of conflict mediation in a youth and community setting</li> <li>• Familiarity with government policies impacting youth work including ‘Positive for Youth’, ‘Aiming High’,</li> <li>• Knowledge of the Crime and Disorder Act, Children Act 1989,2004, Children and Young People Act 2008 and Criminal Justice Act</li> <li>• The post requires all round facilitation, communication and interpersonal skills to advise, influence, negotiate and resolve conflict.</li> <li>• Proven ability to deliver presentations using various methods and at different levels</li> <li>• Proven ability to communicate effectively both verbally and in writing with a wide range of stakeholders.</li> <li>• High level of organisational ability, able to balance competing priorities.</li> <li>• Good level of interpersonal skills.</li> </ul>	<p>between opposing gangs</p> <ul style="list-style-type: none"> <li>• An understanding of the Bangladeshi community, cultural norms and values</li> <li>• Knowledge of the street culture in Tower Hamlets, history of gang development and conflict</li> <li>• An understanding of how crime affects victims and communities</li> <li>• An awareness of the social circumstances of young people and their families</li> <li>• Able to utilise web platforms and social media including facebook and twitter comfortably.</li> </ul>
<b>Equality</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying Equal Opportunities policies and practices.</li> </ul>	
<b>Attitude/Judgement</b>	<ul style="list-style-type: none"> <li>• An ability to empathise and communicate with those individuals/communities impacted by gang culture</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate resilience and persistence in meeting challenges and achieving outcomes</li> </ul>

	<p>and violence</p> <ul style="list-style-type: none"> <li>• Able to operate with limited guidance and to strict deadlines.</li> <li>• Self-motivated, able to use own initiative, manage, motivate others and work effectively as part of a team.</li> <li>• Reliable, co-operative, flexible, sensitive when dealing with other organisations.</li> <li>• Proven ability to deal with conflicts, be diplomatic and persuasive.</li> <li>• Ability to respect and keep confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to negotiate with internal and external stakeholders</li> </ul>
<p><b>Circumstances</b></p>	<ul style="list-style-type: none"> <li>• Appointment to this post will be subject to an enhanced Disclosure Check with the Criminal Records Bureau.</li> <li>• To be willing and able to work away from normal job base.</li> <li>• To be willing and able to work outside normal hours including evenings and weekends.</li> <li>• To be willing and able to undertake further training.</li> <li>• To be willing and able to work in a non-smoking environment.</li> <li>• Must be legally entitled to work in the UK.</li> </ul>	



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