

PERSON SPECIFICATION



Job Title: Youth Academy Project Manager

Grade: N/A

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
Experience/knowledge		
Educated to degree level	Application form	E
Further training in a related field e.g. CQSW, PGCE	Application and interview	D
Experience of project management planning and development	Application and interview	E
Experience of managing staff & Volunteer supervision	Application and interview	E
Experience of fundraising and budget management	Application form	E
An understanding of the national curriculum and local authority guidelines	Application and interview	E
An awareness of culture diversity	Application and interview	D
An understanding of young people, their needs and development	Interview	E
Abilities/Skills		
Ability to motivate both senior staff, volunteers, Young people and adults	Application and interview	E
Ability to assess needs using agreed criteria	Application and interview	E
Ability to write reports clearly and concisely	Application form	E
Ability to communicate with a wide range of people in a variety of settings	Application and interview	E
Ability to manage a budget and administer project	Application form	E
Ability to work as a member of a team.	Application and interview	E
Ability to be self-motivated and work on one's own initiative.	Application and interview	E
Experience of developing syllabus in line with national/local standards	Application and interview	E
Knowledge and understanding of safeguarding	Application and interview	E
Experience & knowledge of delivering junior/youth service	Application and interview	E