

**Person specification**

**Right Track Project Manager**

| **Qualifications**  JNC/NYA Youth and Community Work qualification (e.g. Dip. in Youth and Community Work / NVQ Level 3) or an equivalent relevant qualification.  Project management or leadership qualification. NVQ level 3 or similar. | Desirable **Desirable** |
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| **Skills and Abilities**  Ability to build positive relationships with young people aged 11 -25 years  Ability to effectively initiate, plan, organise workload and coordinate activities and deliver objectives against agreed deadlines.  Ability to communicate and negotiate effectively with young people and a wide range of others at all levels.  Ability to effectively manage and lead a staff team.  Ability to research, summarise and present information effectively both verbally and in writing.  Ability to use IT systems as necessary (Office suite: Word, Excel, Google: drive, sheets)  A commitment to promoting equality of opportunity and actively challenging discrimination.  Basic mechanical and driving skills**.** | **Essential**  **Essential**  **Essential**  **Essential**  **Essential**  **Essential**  **Essential**  **Desirable** |
| **Knowledge and Understanding**  An understanding of the issues and obstacles experienced by young people especially those affected by social and economic disadvantage  An understanding of the legal and social frameworks which affect young people  An understanding of peer education, mentoring and youth involvement processes  An understanding of inclusive youth work practice.  Knowledge of statutory health and safety practices and procedures relating to youth work settings.  Knowledge of basic mechanics/ engineering or go-karting. | **Essential**    **Essential**  **Essential**  **Essential**  **Essential**  **Desirable** |
| **Experience**  At least 3 years experience of working with young people in a youth project/ initiative.  At least 3 years experience in a management role.  Experience in managing a staff team  Experience ofvolunteering in any sector, or of supporting volunteers.  Experience in delivering educational activities or working in an alternative provision. | **Desirable**  **Desirable**  **Essential**  **Desirable**  **Desirable** |
| **General**  Flexibility and willingness to vary and change work schedule and work evening and weekend hours, where necessary.  Willingness to undergo training and staff development in relation to the post, as required. | **Essential**  **Essential** |