

Person specification – Youth Engagement Coordinator (Making it Matter)

Applicants will be expected to demonstrate the following through the recruitment process including the CV and Cover Letter submission and interview if the applicant is shortlisted.

Applicants should detail evidence for all items marked with * in the covering letter (maximum 2 sides of A4), as this will be scored as part of the shortlisting process. Please also refer to any criteria you meet that is marked desirable.

Knowledge and experience		
1	Experience of working directly with children or young people with severe or profound and multiple learning disabilities, including children and young people who may display behaviour described as challenging.	Essential*
2	Experience of using some of the following accessible and inclusive communication approaches to enable meaningful participation for example Talking Mats, Makaton or other signing (may be specific to an individual), Intensive Interaction, PECS, social stories, objects of reference.	Essential*
3	Empathy for individuals with severe and profound and multiple learning disabilities whose behaviours may be described as challenging and their families, with deep understanding of the challenges they face.	Essential*
4	Experience of building trusted relationships with families, circles of support, schools, colleges, partner organisations or other professionals.	Essential*
5	Experience of co-production and approaches that support meaningful involvement in individual decisions, service improvement or policy influence.	Desirable
6	Sound knowledge of safeguarding, consent, best-interest decision-making, confidentiality and data protection in work with children, young people and families.	Essential*
7	Knowledge of current policy, evidence and good practice relating to learning disability and behaviour described as challenging.	Desirable
8	Relevant professional qualification or training in youth work, education, health, social care, communication, project management or a related area.	Desirable*
9	Knowledge of project and budget management	Desirable

Skills/personal qualities		
10	Understanding and alignment with the CBF values and the CB-NSG charter and an awareness and sensitivity to cultural differences, with the ability to work effectively with diverse groups.	Essential*
11	Ability to plan, facilitate and review safe, ethical and engaging sessions tailored to each young person's strengths, preferences, communication and support needs	Essential*
12	Ability to listen carefully, interpret different forms of communication and represent young people's contributions accurately and respectfully.	Essential*
13	Experience of analysing learning and communicating it clearly through accessible materials, reports, presentations and updates for different audiences.	Desirable
14	Strong verbal and written communication skills including public speaking/presentation skills.	Desirable
15	Strong organisation and coordination skills, with the ability to manage competing priorities and deliver agreed milestones, outputs and outcomes.	Essential*
16	Experience of coordinating inclusive online events, including liaising with speakers and preparing accessible materials and communications.	Desirable
17	Good IT skills – proficient in Office 365 applications including PowerPoint and SharePoint and able to learn and adapt to new applications.	Essential*
18	Willing and able to travel to undertake engagement sessions in homes, schools, colleges or community settings where required.	Essential*
19	Access to a car with clean driving licence	Desirable

NOTE: This job is subject to a basic disclosure check.

The role requires occasional travel across the UK and the ability to work at the office in Chatham when required, as agreed with the Sharing Best Practice Lead.