

# Support for all at the heart of their community



## Activities Coordinator (children and young people) Job Specification

Category	Essential	Desirable	Assessment
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>● I.T. Literate. Including Word, Outlook, PowerPoint, and Excel</li> <li>● Administration experience</li> <li>● Experience of volunteering <b>or</b> working with children and/or young people, including planning activities</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children and young people with special educational needs</li> <li>● A qualification in working with children and/or young people</li> <li>● Experience of supervising staff and/or volunteers</li> </ul>	CV Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Ability to support children and young people</li> <li>● Excellent communication skills</li> <li>● Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>● Publicity skills including creating posters</li> <li>● Social media skills</li> </ul>	CV Interview
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>● An understanding of the different issues children, young people and families face</li> <li>● An understanding of Equal Opportunities and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of Safeguarding Issues and procedures</li> <li>● Knowledge of fundraising processes</li> </ul>	CV Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● An interest in youth and play work</li> <li>● Approachable and friendly</li> <li>● Ability to build relationships with a range of people</li> <li>● A willingness to learn</li> <li>● Ability to work as part of a team</li> <li>● Good time management skills</li> </ul>		CV Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>● Flexibility to work occasional evenings and weekends</li> <li>● The ability to travel in order to meet the requirements of the post</li> </ul>		CV Interview

**Burnhope Community Centre**  
December 2022