



## Person specification – Youth Volunteering Officer

It is **essential** that candidates can demonstrate the following competencies:

- Experience of working with young people and volunteers or working within the Third Sector.
- Experience of creating digital content for example, films and social media content.
- Experience of and ability to use ICT effectively, including spreadsheets, e-mail, Microsoft Office and social media platforms.
- Excellent communication and presentation skills, able to communicate clearly and effectively with young people, colleagues, service providers and users and representatives of other voluntary and public bodies, in person, virtually, via e-mail or by telephone.
- An ability to work on own initiative and adapt work plans at short notice to meet any unexpected needs.
- Highly organised working methods with an ability to prepare clear and concise reports and summaries.
- A commitment to equal opportunities.
- An ability to be flexible and willing to work unsocial hours to meet the needs of the post.
- Awareness of Safeguarding Procedures.
- The ability to work through the medium of Welsh.
- A full driving licence and access to a vehicle.

It is **desirable** that candidates have:

- Experience of monitoring and evaluation using electronic systems.
- Experience of developing or sourcing appropriate training.
- Experience of facilitating meetings and networks.