

Harlow Council Employee Profile

Job Title: Youth Council Co-ordinator

Post Number: CM0013

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	5 GCSE's grade A-C or minimum Level 5 or equivalent. An understanding of youth policy and legislation.	A youth/community certificate and diploma.	Application Form Certificates Interview
Related Experience	Evidence of working with young people in a youth setting. Evidence of networking and partnership working. Experience of developing youth projects.	Working within an educational or youth service environment.	Application Form Interview
Special Circumstances	Able to work evenings and weekends when necessary. Undergo a Disclosure and Barring Service check.	Driving license and access to a vehicle or other suitable means of transport.	Interview Application form
Special Knowledge, Training	Knowledge and experience of Child Protection. Have an understanding of confidentiality. IT Skills and managing budgets. Experience of bid writing.	First Aid certificate. Some knowledge of youth agencies.	Application Form Interview Certificates
Skills and Abilities	Ability to work on own initiative and as part of a team. Demonstrate an understanding of young people and the issues they face. Ability to communicate effectively. Ability to contribute to report writing. Presentation skills.	Good organisational skills. Able to advocate on behalf of young people and lead debates.	Application Form Interview
Disposition and Attitude	Ability to relate to young people and partners at all levels. Be approachable and non-judgemental. Experience of research and consultation. Understand, implement and be committed to Equal Opportunities.		Application Form Interview