



Programme Leader & Outreach Co-ordinator Person Specification

<i>Essential</i>	<i>Desirable</i>
<p style="text-align: center;">Qualifications & Training</p> <ul style="list-style-type: none"> • Hold equivalent professional qualification • Received extensive training in Safeguarding 	<ul style="list-style-type: none"> • Hold a JNC qualification • Received training in the safe use of the internet
<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> • A faith-filled, practising Roman Catholic, having an understanding of and commitment to the ethos of the Kenelm Youth Trust • 3 years' experience of working with young people (aged 14-25), preferably in a residential setting. • Significant experience of leadership and management in a youth related situation, including supervision of volunteers • An understanding of good safe working practice. 	<ul style="list-style-type: none"> • Understanding of how to present the Christian message dynamically in a residential and outreach setting • Evidence of further professional qualifications and/or a willingness to undertake further training as appropriate • Experience of training others in youth work skills • Experience of working with groups of adults • Experience of Health & Safety at management level • 'First Aid at Work' qualified • Experience of managing professional social media accounts
<p style="text-align: center;">Personal Qualities</p> <ul style="list-style-type: none"> • Deeply committed to evangelising young people • A genuine love for young people • Enthusiastic, warm and friendly with an easy manner • Positive, patient and good humoured • Community builder • Creative and comfortable with change. • Generous in working flexibly • Reliable & resourceful • Well organised with attention to detail 	<ul style="list-style-type: none"> • Visionary
<p style="text-align: center;">Personal Abilities</p> <ul style="list-style-type: none"> • Able to live and work as part of a residential Catholic community 	<p>A passion, or ability in;</p> <ul style="list-style-type: none"> ▪ Music ▪ Art ▪ Drama ▪ Sports



<ul style="list-style-type: none"> • Able to lead times of (traditional and contemporary) prayer and to share faith experiences with the team and visitors (of all ages) • Sound knowledge of scripture and church tradition with ability to share this with all ages • Sound oral, written and inter-personal presentation skills • Able to motivate, empower and accompany others • Proven administrative and organisation skills of both self and others. • Calm and confident in a crisis • Good personal time management • The ability to prioritise tasks • Hold a clean and current UK driving licence • Able to work with a broad range of people – young and old; disadvantaged or disabled • ICT literate • Ability and confidence to communicate effectively with school staff in order to deliver effective retreats and outreach. 	<ul style="list-style-type: none"> ▪ Dance ▪ Creative writing ▪ Web design and technology ▪ Lighting, sound and stage production.
<p style="text-align: center;">Management Abilities</p> <ul style="list-style-type: none"> • Use initiative, prioritise, delegate & manage • Set goals, forward plan, monitor & evaluate • Manage and supervise volunteers • Empower volunteers and youth workers with constructive support and affirmation • Establish, understand and maintain professional boundaries • Demonstrate networking ability • Manage small floats and tuck shop/vending machine finances. 	<ul style="list-style-type: none"> • To take a role in volunteer training