

# PERSON SPECIFICATION



**Job Title:** Programme Leader

**Location:** Alton Castle

Factor	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<p>Educated to degree level or equivalent.</p> <p>Training and National Qualification in Youth Ministry/Work, or Education.</p> <p>Training to work with children or young people.</p> <p>Car driver – clean license.</p> <p>Relevant recent Safeguarding training</p>	<p>Substantial residential youth work experience.</p> <p>Qualifications in the Outdoors/ Adventure Ed.</p> <p>Qualification in Theology.</p> <p>First Aid Certificate.</p> <p>Qualification in group work PGCE or equivalent</p> <p>Food hygiene Certificate</p>	A, C
<b>Experience</b>	<p>2 years' full-time experience of working with young people age 7-14 years of age within a paid or voluntary capacity or equivalent.</p> <p>Experience of a leadership position</p> <p>Experience of working with volunteers</p> <p>Experience of managing team members.</p>	<p>Group work skills.</p> <p>Presentation experience.</p> <p>Experience of facilitating a Programme</p> <p>Experience of working with young adults.</p> <p>Experience of a successful year in a Retreat Centre.</p> <p>Experience of leading/planning liturgies</p> <p>Experience of creating digital content</p>	A, I

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<b>Knowledge and Skills</b>	<p>Knowledge of Scripture and the teachings of the Church.</p> <p>Good organisational skills.</p> <p>Awareness of safeguarding policy and procedures.</p> <p>To have an active faith with the ability to inspire and lead others.</p> <p>Ability to work on own initiative as well as working as part of a team.</p> <p>Good interpersonal skills.</p> <p>Ability to communicate effectively.</p> <p>To have a good rapport with young people.</p> <p>To relate well with children and young people.</p> <p>Knowledge of standard IT tools e.g.: PowerPoint, Word etc</p>	<p>Musical, Dance or Acting skills.</p> <p>Knowledge of outdoor activities with young people.</p> <p>Experience of leading/planning liturgies.</p> <p>Skills in photography, videography, and editing</p> <p>Knowledge of Canva</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I, P</p> <p>I, P</p> <p>I, P</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>○ Faith filled and prayerful</li> <li>○ Creative</li> <li>○ Enthusiastic</li> <li>○ Flexibility</li> <li>○ Stamina</li> <li>○ Innovative</li> <li>○ Reliable and friendly</li> <li>○ Trustworthy</li> <li>○ Confidence</li> <li>○ Excellent team player</li> </ul>	<p>A, I</p>	
<b>Special Factors</b>	<ul style="list-style-type: none"> <li>○ Practising Roman Catholic.</li> <li>○ Commitment to working within a Catholic ethos.</li> <li>○ Must be able to lead outdoor treks or bike rides etc.</li> <li>○ Commitment to enabling child-cantered services. Commitment to anti-oppressive practice</li> <li>○ To undertake any necessary training to ensure professional standards</li> </ul>	<p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>	