

### PERSON SPECIFICATION

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| **DIRECTORATE: Children’s Services** | | | JOB TITLE: Victim Services Co-ordinator Youth Offending Service | | |
| **GRADE: 3A 26 - 29** | | **POST REF NO:** | | **LOCATION: St Simon Street** | |
| NOTE TO MANAGER In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the Essential or Desirable headings. Whilst all criterion are important, those marked Essential must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification). | | | | | |
| NOTE TO APPLICANTS: Whilst all criterion below are important, those under the Essential heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. | | | | | |
| (\*See grid overleaf) | | | | | |
| ESSENTIALCRITERIA | NECESSARY REQUIREMENTS – SKILLS, KNOWLEDGE, EXPERIENCE ETC. | | | | \*M.O.A. |
| . 1 | A minimum of 2 years’ experience of working in either a voluntary or professional capacity with either victims of crime, young people, or a mediation service. | | | | AI |
| 2 | The ability to work effectively in a multi agency setting | | | | AI |
| 3 | The ability to represent the YOS in a range of public and professional settings and forums. | | | | AI |
| 4 | The ability to establish constructive working relationships with all partners involved with the YOS and to work effectively across agency boundaries. | | | | AI |
| 5 | To have effective mediation skills and the ability to liaise with victims and young people in a sensitive and professional manner. | | | | AI |
| 6 | Have an understanding of restorative justice and the benefits to victims, young people and the wider community. | | | | AI |
| 8 | The ability to set and prioritise objectives. | | | | AI |
| 9 | To be competent in the use of IT systems and data bases | | | | AI |
| 10 | The ability to develop and deliver training packages on Restorative Justice and Victim Mediation to YOS staff partners and volunteers. | | | | AI |
| 11 | Able to support, develop and co-ordinate community volunteers | | | | AI |
| 13 | Willingness to work away from normal office base | | | | AI |
| 14 | Willingness to work outside normal working hours | | | | AI |
| 15 | Willingness to comply with the no smoking policy of the Authority | | | | AI |
| 16 | Commitment to supporting and delivering the Equal opportunities policy of the Authority and the YOS Diversity Policy | | | | AI |
| 17 | To be able to demonstrate a flexible and open attitude to change | | | | AI |

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| DESIRABLE CRITERIA | NECESSARY REQUIREMENTS – SKILLS, KNOWLEDGE, EXPERIENCE ETC. | \*M.O.A |
| 1. | Educated to Degree level or equivalent level | ACI |
| 2. | Experience of contributing to policy and strategy | AI |
| 3. | Experience of contributing to policy and strategy | AI |
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| COMPLETED BY | DATE | APPROVED BY | DATE |
| Kay Davidson | 3/2/18 |  |  |

METHOD OF ASSESSMENT (\*M.O.A.)

A = APPLICATION FORM, C = CERTIFICATE, E = EXERCISE, I = INTERVIEW, P = PRESENTATION, T = TEST, AC = ASSESSMENT CENTRE

Person Spec Sc4 April 05