CYP Administrator Person Specification:

(E = Essential / D = Desirable / A = Application / I = Interview)

Experience	1. Experience of working with children and young people within an Education setting, Community setting or Early Years	E	A/I
	• Direct experience of working either in the domestic and sexual violence and abuse sector or with domestic and sexual violence and abuse	D	A/I
	• Experience of developing, implementing and delivering services for children and young people	E	A/I
	• Experience of project planning	E	A/I
	• Experience of reporting to funders or creating impact reports	D	A/I
	• Experience of building and maintaining collaborative partnerships with a wide range of stakeholders including commissioners, voluntary and statutory partners	E	A/I
	• Experience of supervising or line managing team members or volunteers	E	A/I
	• Experience of generating income via sales of products and services	D	A/I
Qualifications and training	2. Educated to degree level or equivalent or relevant working experience.	E	A
Skills & Knowledge	1. Excellent communication skills	E	A/I
	• Clear, confident and professional verbal and written communication	E	A/I
	• Ability to present information effectively to schools, external evaluators, funders and other stakeholders	E	A/I
	• Ability to build and maintain positive professional relationships.	E	A/I
	2. Organisational skills		
	• Strong ability to problem solve and be solution focussed	E	A/I
	• Ability to work effectively under considerable pressure		
	• Strong organisational skills including ability to prioritise competing demands	E	A/I
	3. Teamwork		
	• Ability to motivate, manage and support Project Support Workers and freelancers	E	A/I
	• Ability to work collaboratively with internal teams, schools and external stakeholders.	E	A/I
	• Strong partnership-working and networking skills	E	A/I

	4. Working knowledge of using IT/social media tools, including: a. Microsoft Software (Sharepoint, Word, Excel, Teams) b. Canva c. Survey Monkey 5. Knowledge of the effects of domestic and sexual abuse issues on individuals, children, families and society including: • Understanding of domestic abuse, sexual violence and harmful attitudes and behaviours relating to gender and relationships. • Knowledge of how gender inequality and social attitudes contribute to abuse. • Understanding of safeguarding, trauma-informed practice and the impact of abuse on children and young people.	E E E E	A/I A/I A/I A/I
Personal Qualities & Attributes	1. Creative and solution-focused, with the ability to develop ideas and respond positively to challenges. 2. Proactive, adaptable and willing to take ownership of new responsibilities and work independently. 3. Collaborative and supportive, with a commitment to effective teamwork and building positive professional relationships. 4. Committed to preventing domestic abuse and all forms of violence against women and girls, with a willingness to challenge stereotypes, prejudice, discrimination and inequality.	E E E E	A/I A/I A/I A/I
Other requirements	1. Ability and willingness to travel to schools and other educational settings across Nottingham, Nottinghamshire, Derbyshire, Leicestershire and surrounding areas as required. 2. Flexibility to work in line with schools operating hours, including being available for school start and finish times when required, whilst recognising Equation's flexible working arrangements.	E E	A A