**Personnel Specification**

**Job Title PIP Coordinator Ref**

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| **Educational and Professional Qualifications** | *Essential* | None |
|  | *Desirable* | Management qualification in the community sector. |
| **Experience:** | *Essential* | A minimum of 2 years paid experience working in either youth or community development within a community-based setting.  Experience of managing staff and budgets.  Experience of applying a wide range of development approaches while working with young people and their families eg: mediation; conflict resolution; training; personal & social education, good relations, informal & experiential learning.  Experience of dealing with legal agencies in relation to youth justice, welfare and citizen rights  Experience of dealing with youth at risk  Experience of developing budgets, managing finances and maintaining sound recording systems.  Experience of negotiating with a wide range of interest groups and representing clients interests. |
| *Desirable* | Experience of working in a community relations/ good relations role;  Office management experience |
| **Knowledge** | *Essential* | Knowledge of the issues facing people from disadvantaged communities who are under threat/intimidation  Knowledge of paramilitary punishment activities, the history and social implications |
| **Job Related Achievements** | *Essential* | Good written and verbal communication skills. Good organisational skills. Ability to work on own initiative and meet deadlines. |
| **Inter-Personal Skills** | *Essential* | Ability to build effective relationships with a range of people/organisations such as young adults from disadvantaged backgrounds, families, community groups, facilitators, political and statutory agencies.  Ability to work as a key member of a team.  Empathy with and understanding of young offender issues |
| **Other Factors** | *Essential* | Holder of a valid driving license and access to transport for work purposes  Ability to be flexible in relation to evening and weekend work. |
| *Desirable* |  |

**IFI logo**

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