



## Employee Specification

Company	Utopia Project CIC
Job Title	Activities Lead
Responsible to	Board of Directors
Prepared by & date	Chris Black, Managing Director - 9 <sup>th</sup> August 2022

Essential Attribute	Identified by	Desirable Attribute	Identified by
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Educated to Degree level or equivalent in relevant field</li> </ul>	Application	<ul style="list-style-type: none"> <li>D1 Minibus License</li> <li>First Aid</li> <li>Sports coaching or other relevant NGB qualifications</li> </ul>	Application
<b>Experience</b>			
<ul style="list-style-type: none"> <li>A minimum of 4 years' experience working with young people</li> <li>A minimum of 2 years' experience working with young people within the community delivering trips and activities</li> <li>Extensive experience in managing group dynamics and meeting individual need within a group environment.</li> <li>Experience of safeguarding children and young people.</li> </ul>	Application/ Interview  Application/ Interview	<ul style="list-style-type: none"> <li>Experience of delivering outdoor and sporting activities to vulnerable groups of young people</li> <li>Experience of development training or teaching social skills to groups of young people</li> </ul>	Application/ Interview  Application/ Interview

Skills and Knowledge			
<ul style="list-style-type: none"> <li>• A high level of organisational skills.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to work independently and manage own workload.</li> <li>• Knowledge of Safeguarding and Child Protection procedures.</li> <li>• Knowledge of how mental health needs affect the make up and dynamics of group activities.</li> <li>• Ability to be flexible and adaptable to the needs of young people.</li> <li>• Sound IT skills including use of Word, PowerPoint, Excel.</li> </ul>	Application/ Interview	<ul style="list-style-type: none"> <li>• Knowledge of the barriers that young people from difficult backgrounds face and how to develop programmes to support this.</li> <li>• Up to date understanding of SEN issues for young people with diverse needs.</li> </ul>	Application/ Interview
Special requirements			
<ul style="list-style-type: none"> <li>• Approachable, reliable and flexible with an excellent sense of humor.</li> <li>• Passion, resilience, and relentless optimism.</li> <li>• Ability to lead, motivate and inspire staff and young people to help them achieve their potential</li> <li>• Ability to promote and endorse the Utopia core values and ethos.</li> <li>• A genuine care for young people who have experienced difficulties throughout their lives and a desire to support them in achieving successful outcomes.</li> </ul>	Reference/ Interview		