



**PERSON SPECIFICATION**

**Reading Rooms Little Legends Project Officer**

The successful candidate must demonstrate the following:

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Aptitude/Abilities/skills</b>	<b>Aptitude/Abilities/Skills</b>
<p>Effective written and oral communication skills.</p> <p>Access to transport so as to enable the full range of duties of the post to be undertaken.</p> <p>Third level qualification in drama, education, early years or Arts.</p> <p>Ability to manage and control a budget.</p> <p>Experience of liaising with school and community groups.</p> <p>Experience of developing and running a creative and innovative early years or primary school programme.</p> <p>Experience of working with young people and children who have various learning disabilities.</p>	<p>Group work and facilitation skills.</p> <p>Developed administrative skills.</p> <p>Ability to motivate, inspire and influence various service users from youth and early years.</p> <p>Able to work on initiative and manage time effectively.</p> <p>Experience of co-ordinating, designing and delivering a literature based initiative.</p> <p>Experience of delivering a community based social wellbeing initiative with young people at risk.</p>
<b>Knowledge and Understanding</b>	<b>Knowledge and Understanding</b>
<p>Knowledge of voluntary and community based organisations who work and support young people and early years development.</p> <p>Understanding of drama facilitation and how to use this in storytelling.</p>	<p>Knowledge of literature, books and reading.</p> <p>Knowledge of volunteering best practices.</p> <p>Knowledge of Risk management and best practice working with young people.</p>
<b>Attitudes/Personal Characteristics</b>	<b>Attitudes/Personal Characteristics</b>
<p>Flexibility in working hours.</p> <p>Ability to work as part of a team.</p> <p>Ability to represent the organisation in public.</p> <p>Ability to maintain confidentiality.</p>	<p>Ability to demonstrate creative problem solving.</p> <p>Ability to listen/gain confidence of children and young people and use varying methods of communication to engage with and support their development.</p>