

Person Specification

Newcastle Youth Fund Coordinator (A5160)



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Committed to improving outcomes for young people
- Able to work positively and build relationships with a range of stakeholders including young people, funders and the youth sector for engagement and consultation
- Able to work flexibly to meet the needs of the grant fund. Note this role involves working during the school summer holidays
- Excellent organisational and the ability to manage a varied workload and deal with competing priorities, within time sensitive deadlines
- Excellent verbal and written communication skills
- Effective problem-solving skills
- Sound financial skills
- Experience of managing grant processes, including the use of grant administration systems