

**Portsmouth Voluntary & Community Sector Children & Young People's Alliance  
Appointment of Alliance Co-ordinator - Person Specification**

<b>Skills/ Knowledge</b>	<b>Requirements</b>	<b>E/ D</b>	<b>A</b>	<b>I</b>	<b>Ev</b>
Education, qualifications and training	• Education to degree level or similar	<b>D</b>	*	*	
	• Experience of working with children, young people or families	<b>E</b>	*		
	• Experience of Children's Workforce Development training	<b>D</b>	*		
Experience	• Proven track record of inter-agency working	<b>E</b>	*	*	
	• Proven experience of effective cross-boundary working (sectors, organisations and disciplines)	<b>E</b>	*		*
	• Achievement of results through negotiation and influence	<b>E</b>	*		
	• A strong commitment to equality and diversity issues	<b>E</b>	*		
Knowledge	• Understanding of national policies: Every Child Matters and Youth Matters agendas for change	<b>E</b>	*	*	
	• Knowledge of regional/local policies and structures e.g. LSP/LAA	<b>D</b>	*	*	
	• Knowledge of service commissioning, tendering, and delivery processes	<b>E</b>	*	*	
	• Knowledge of Safeguarding agenda	<b>E</b>	*	*	
	• Voluntary & Community Sector (VCS) structure and values	<b>D</b>	*	*	
	• Monitoring and evaluating systems	<b>D</b>	*	*	
	• Business planning	<b>D</b>	*		
	• The Compact	<b>D</b>	*	*	
Skills	• Ability to think and plan strategically	<b>E</b>	*	*	
	• Ability to analyse and research data and present information in clear and accessible format	<b>E</b>	*		*
	• Ability to work on own initiative whilst remaining accountable	<b>E</b>	*		
	• Ability to manage own workload, meeting deadlines and commitments.	<b>E</b>	*		
	• Ability to organise and manage consultation and other events professionally and competently.	<b>E</b>	*		
	• Commitment to partnership working with statutory and voluntary agencies and service users	<b>E</b>	*		
	• Fully competent in IT skills (MS Office Suite or equivalent) and website management	<b>E</b>	*	*	*
	• Developing and delivering training	<b>D</b>	*		
	• Good presentation and publicity skills	<b>D</b>	*	*	*
	• Ability to communicate effectively in all contexts	<b>E</b>	*	*	
Personal	• Able to work occasional evenings and weekends	<b>E</b>	*	*	
	• Uphold the values of the Alliance	<b>E</b>	*	*	

**Measurement: E= Essential D=Desirable, A=Application, I=Interview, Ev=Documentary Evidence/Test**