**Person Specification:**

Essential

1. Significant prior experience of new business development and stakeholder management
2. Experience of fundraising – proposals and events
3. Passionate and committed to improving the lives of young people
4. Proficient using Microsoft Office (Word, PowerPoint, Excel) and other office packages
5. Excellent interpersonal, oral and written communication skills able to communicate effectively with colleagues, professionals and members of the wider community
6. Excellent attention to detail
7. A problem-solving approach to work
8. Ability to work on your own initiative as well as in a team
9. Willingness to learn new skills
10. Ability to work in a changing and flexible organisation

Desirable

1. An understanding of youth work and provision for young people
2. Experience of working in a youth focused charity
3. A good understanding of the voluntary sector

**Additional:**

1. To use and support others in the use of information technology systems to carry out duties in the most efficient and effective manner
2. To achieve and support others to achieve agreed outcomes and outputs, and personal appraisal targets, as agreed by the line manager
3. To undertake training and constructively take part in meetings, supervision and other events designed to improve communication and assist with the effective development of the post and post holder
4. To be committed to the YCF’s core values
5. To represent YCF at external events as and when required.

**Qualifications:**

Educated to Degree level or relevant experience in a similar role

**This post is subject to satisfactory Enhanced DBS check**