

PERSONAL SPECIFICATION (in no particular order)

Essential	Desirable
Ability to work independently, with honesty, integrity and with compassion, on behalf of the Trust and its Trustees.	Previous experience of work in support of young people who are vulnerable or disadvantaged.
Enthusiasm for the objectives of the Charity and dedication in achieving those objectives.	Previous work in connection with education, youth or voluntary services in Devon.
Self-motivated and professional, with efficient administration, organisational and financial management skills.	Experience of working with volunteers.
<p>Able to communicate confidently and effectively, both orally and in writing, with a wide range of individuals and organisations including:-</p> <ul style="list-style-type: none"> - vulnerable and disadvantaged young people aged 16-22 yrs; - parents, guardians and key workers involved in supporting young people; - representatives of other charities and funding bodies; - representatives of Outward Bound Trust; - Sir Francis Chichester Trustees. 	
Displaying a high degree of 'customer' service.	
Maintaining high standards throughout with an eye for detail and record keeping.	
Proactive and flexible approach to the business needs of the Trust.	
Effective IT and social media skills.	
The ability to be motivated and work on your own initiative with lone working from home.	
A non-judgemental approach to working with young people.	
Driving licence.	