

# **PERSON SPECIFICATION: YEI Administration Team Leader POST REFERENCE: 107058**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Good general level of education including English and Maths at Grade C or equivalent (F) * Level 3 Business Administration or Equivalent (F) | * Level 4 Business Administration or Equivalent (F) |
| * **Work or other relevant experience** | * Experience of working on externally funded projects (F)(I) * Ability to process and collate management information and ensure supply of monitoring information (F) (I) * Experience of working with partner organisations (F) (I) * Experience of managing spreadsheets and databases (F) (I) * Experience of managing administration systems to ensure targets and deadlines are met (F) (I) | * Experience of leading a small team (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |



**2**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | * Ability to effectively communicate, verbally and in writing (F) (I) * Experience of compiling and manipulating spreadsheets and databases (F) (I) * Experience of using software packages such as Word, Access and Excel (F) * Ability to work under pressure and meet deadlines (F) (I) * The ability to allocate work and ensure standards are achieved (F) (I) |  | |
| * + **General competencies** | * Good ICT skills (F) (I) * Ability to work to tight deadlines (F) (I) * Ability to work on own initiative (F)(I) * Good problem solving skills (F)(I) * Ability to travel independently across the Tees Valley (F) (I) | * Experience of working as part of a team | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative.