

## Surrey MCR Pathways Coordinator

### Person Specification

|                     | Essential  | Desirable  |
|---------------------|--|--|
| Skills & Experience | <p>Experience of working with young people</p> <p>Competent digital literacy including Google suite, social media and other digital platforms</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p> <p>Excellent interpersonal, administrative, organisational report writing and presentation skills</p>  | <p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of school based systems such as Arbor or SIMS</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p> <p>Experience of working in third sector</p> |
| Abilities           | <p>Ability to present programme information &amp; deliver prepared training sessions to groups of adults</p> <p>Exceptional ability to build and develop meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need ensuring both internal and external parties are consulted and informed on an ongoing basis</p> <p>Ability to respond positively to change and adapt to young people's varying needs</p> | <p>Ability to develop positive, productive relationships with school staff and parents/carers</p>  |
| Attitude & values   | <p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Passionate, enthusiastic, energetic and proactive approach</p> <p>Emotionally intelligent and resilient</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p>   |  |

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|----------------|--|----------------------------|
|                | Non-judgemental approach<br>Role model for Motivation, Commitment<br>& Resilience. |                            |
| Qualifications | English & Maths GCSE grade C+ / Level<br>4+  | Degree in relevant subject |