

Person Specification

Vacancy: Intern

Qualities Required	Essential	Desirable
Attainment/Qualification <ul style="list-style-type: none"> Ideally educated to Level 3 (BTEC, A- Level, etc) or equivalent experience 	√	
Knowledge & Experience <ul style="list-style-type: none"> An interest in the charity sector IT literate and digitally savvy Great administration skills, including ability to keep detailed records Experience of working with young people [Delivery team specific] 	√ √ √	√
Abilities <ul style="list-style-type: none"> Excellent communication skills, both written and verbal Confident in telephone communication Ability to communicate professionally with a range of people including young people, schools, funders, universities, industry representatives, training providers and community organisations. Multi-tasker, effective team player with good organisational skills and proactive in finding effective solutions. Great at planning and organising, with the ability to prioritise. Monitor and manage activities, making the most effective use of time and resources to achieve personal and team objectives. An eye for detail. 	√ √ √ √ √ √ √	
Motivation <ul style="list-style-type: none"> A genuine enthusiasm for linking young people to opportunities particularly those facing significant barriers to work. Drive, energy, self-motivation and a 'can-do' attitude A commitment to safeguarding and promoting the welfare of children young people and vulnerable adults. A willingness to learn about the construction and built environment to aid informing young people about careers within the sector. 	√ √ √ √	
Personal Attributes <ul style="list-style-type: none"> A positive approach to engaging all stakeholders A genuine enthusiasm for working with young people and helping them explore career opportunities [Delivery team specific] 	√ √	
Personal Presentation <ul style="list-style-type: none"> Maintain a professional and smart appearance when representing the Trust. Excellent ambassador for the Trust 	√ √	
Circumstances <ul style="list-style-type: none"> Enhanced DBS check (CYT will carry out on all new appointments) Able to travel across London on a regular basis, and outside of London from time to time (may include overnight stay) 	√ √	

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Patron: HRH The Duke of Gloucester KG GCVO Charity no: 1094323 Company no: 4461612

