

## PERSON SPECIFICATION

**Role: Central Resources & IT Coordinator**
**Date: December 2024**

<b>Qualities REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Attainment/Qualifications</b>		
Good educational attainment - level 3 or above	X	
Relevant degree or other qualification		X
<b>Experience/Knowledge</b>		
Solid experience and track record in administration		X
Experience in creating and maintaining excellent professional relationships	X	
Experience in working with CRM databases, specifically Salesforce		X
Experience in the development of bespoke CRM processes, specifically on Salesforce		X
Experience in data management including the identification, collecting and migrating of data in line with GDPR		X
Experience of GDPR compliance		X
Experience in data analysis, data visualisation and presentation.		X
Excellent working knowledge of a range of IT programmes including Word, Outlook, Trello, Titan and other common office based programmes	X	
Experience in researching, recommending and implementing new IT solutions		X
Experience in training and supporting other team members to learn new IT programmes and processes		X
Excellent understanding of safeguarding, risk assessment and health & safety issues		X
Good understanding of Impact Management and dynamic programme development		X
Experience of working to and achieving meaningful targets and KPIS	X	
Knowledge of construction & built environment sector		X
<b>Abilities</b>		
Ability to engage and build positive relationships with young people – at a group and a one-to-one level		X
Highly analytical mind with an ability to identify problems and offer actionable solutions	X	
Excellent communication skills including the ability to communicate and implement new processes across the wider team	X	
Ability to engage and build positive relationships with a range of professional partners	X	
Excellent interpersonal & communication skills	X	
Ability and willingness to follow and champion rigorous systems, standards and processes	X	
Excellent planning and programme management skills		X

Highly organised and systematic with excellent attention to detail	X	
High level of IT literacy including Microsoft office, CRM	X	
<b>Motivation &amp; Personal Attributes</b>		
A passion for social mobility and for supporting young people to reach their full potential, particularly those facing barriers and exclusion	X	
A passion for driving continuous improvement to improve the inner processes of the Trust	X	
Hard-working, self-motivated and a can-do approach	X	
A high level of determination, drive and ambition to achieve	X	
Ability to relate, and be relatable, to young people from disadvantaged backgrounds,		X
Professional and smart appearance	X	
<b>Circumstances</b>		
Enhanced DBS check (CYT will carry out on all new appointments)	X	
Able to travel across London on a regular basis		X