

Person Specification

Impact Coordinator

Qualities Required	Essential	Desirable
Attainment/Qualification(s) <ul style="list-style-type: none"> - Good educational attainment at Level 3 (BTEC, A-Level, etc.) or equivalent experience 	√	
Knowledge & Experience <ul style="list-style-type: none"> - Experience in the charity, non-profit, construction, or education sector(s) - IT literate and digitally savvy - Experience working with young people to support their development, growth, and/or progression - Experience using data and insights to drive improvements in service delivery - Experience developing curriculum, content, and/or good practice - Experience developing and improving systems, processes, and guidance - Experience training practitioners 	√	√ √ √ √ √ √
Skills & Abilities <ul style="list-style-type: none"> - Ability to interrogate and analyse data to identify key learnings and insights - Excellent written and oral communication skills, able to convey information to a range of audiences - Keen attention to detail, strong organisation and administration skills - Ability to take “big picture” recommendations, learning, observations and make them concrete and actionable (i.e. implementing systems change) - Strong interpersonal skills that foster collaboration and engagement - Ability to challenge constructively - IT competent with good understanding of Microsoft 365 and SharePoint 	√ √ √ √ √ √ √	
Motivation <ul style="list-style-type: none"> - Ability to demonstrate a commitment to the Trust’s values - Willingness to learn about market trends in the construction and built environment industry, in relation to identifying areas of growth and high - Commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults 	√ √ √	
Personal Attributes <ul style="list-style-type: none"> - Positive approach to engaging all stakeholders - Genuine passion for working on/within systems to drive change - Highly collaborative individual who is solutions-focused 	√ √ √	
Personal Presentation <ul style="list-style-type: none"> - Professional and smart appearance when required/appropriate - Excellent ambassador for the Trust 	√ √	
Circumstances <ul style="list-style-type: none"> - Enhanced DBS check (CYT will carry out on all new appointments) 	√	