



CONSTRUCTION YOUTH TRUST

Person Specification

Vacancy: Intern

Qualities Required	Essential	Desirable
Attainment/Qualification <ul style="list-style-type: none">- Good educational attainment or equivalent experience: Level 3 (BTEC, A-Level, etc) or equivalent	✓	
Knowledge & Experience <ul style="list-style-type: none">- An interest in the charity sector- A willingness to learn about the construction industry in relation to course content, assessment criteria and advising young people on careers- IT literate and digitally savvy- Great administration skills, including ability to keep detailed records- Experience of working with young people	✓ ✓ ✓ ✓	✓
Abilities <ul style="list-style-type: none">- Excellent communication skills, both written and oral,- Confidence 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- Ability to provide written feedback to beneficiaries on project course work.- Multi-tasker, good team-worker and organiser- Great at planning and organising, including prioritising, monitoring and controlling 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 creating opportunities for young people, particularly those facing barriers to work- Drive, energy and self-motivation, and a 'can-do' approach- A commitment to safeguarding and promoting the welfare of children and vulnerable adults	✓ ✓ ✓	
Personal Attributes <ul style="list-style-type: none">- A positive approach to engaging all stakeholders	✓	
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)- 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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CONSTRUCTIONYOUTH.ORG.UK

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

