

Person Specification

Family Support Co-ordinator reporting to the Family Support Manager

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Co-ordinator reporting to the Family Support Manager.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

Person Specification			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
Employment History			
Relevant previous or current employment or voluntary work, including of working with families	✓	✓	
Managing the scheme			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Ability to manage a project	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
Awareness of budgets and financial systems	✓	✓	
Ability to process and collate information	✓	✓	
Ability to prepare reports and statistical information	✓	✓	
Supporting families			
Understanding of the needs of families and children	✓	✓	
Knowledge of safeguarding issues	✓	✓	✓
Knowledge of current legislation and policies relating to children and families	✓	✓	
Ability to facilitate parenting groups	✓	✓	
Managing Others			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for staff and/or volunteers	✓	✓	
Ability to develop and deliver training	✓	✓	

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Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓
Self management/personal attributes			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks			✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Negotiating skills	✓	✓	✓
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training		✓	
Willingness to access training opportunities		✓	
Car driver	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Parenting experience	✓	✓	
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	✓		
Experience of work in the voluntary sector or as a volunteer	✓	✓	

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