

Person Specification

Home-Start Group Co-ordinator (Baby Bubbles & Stay & Play)
reporting to the Scheme Manager

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post of Home-Start Group 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 employment or voluntary work, including experience with families or in group settings	✓	✓	
Group Delivery & Session Management			
Ability to plan, organise and deliver group sessions for babies, children and parents	✓	✓	
Ability to prepare varied, inclusive and developmentally appropriate activities	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
Ability to process and collate information (e.g., attendance, feedback)	✓		✓
Ability to maintain accurate records and complete monitoring requirements	✓		✓
Supporting families			
Understanding of the needs of families with young children	✓	✓	
Knowledge of safeguarding issues and responsibilities	✓	✓	✓
Knowledge of current legislation and policies relating to children and families	✓	✓	
Supporting and Supervising Volunteers			
Ability to work as part of a team	✓	✓	
Ability to supervise, guide and support volunteers	✓	✓	
Understanding of volunteer roles and boundaries	✓	✓	
Ability to support volunteers in delivering high-quality group activities	✓	✓	

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Working in partnership and in the wider context			
Knowledge of local agencies supporting children and families	✓	✓	
Presentation and communication skills for group and community settings	✓	✓	✓
Ability to promote Home-Start within the community	✓	✓	✓
Self management/personal attributes			
Interpersonal skills			✓
A positive, welcoming and creative approach to group delivery			✓
Commitment to good safeguarding practice	✓	✓	✓
Commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Ability to remain calm, organised and responsive in a busy environment	✓	✓	
Special requirements			
Willingness to access training opportunities		✓	
Car driver with access to a vehicle	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Parenting experience	✓	✓	
Relevant professional training, for example, Early Years, Childcare, Health Visiting, Teaching, Social Care)	✓		
Experience of work in the voluntary sector or as a volunteer	✓	✓	

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