

HOME-START ROYSTON, BUNTINGFORD & SOUTH CAMBRIDGESHIRE
Person Specification – Co-ordinator working to the Senior Co-ordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Co-ordinator working to the Senior Co-ordinator.

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

A = Application Form, I = Interview, P = Presentation

Person Specification – Co-ordinator working to Senior Co-ordinator					
E = Essential D = Desirable			Method of Assessment		
	E	D	A	I	P
Education and qualifications					
Good standard of education (NVQ level 3 or equivalent)	X		X		
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer, Play Group Leader		X	X	X	
Recognised First Aid Certificate		X	X	X	
Employment History					
Relevant previous or current employment or voluntary work	X		X	X	X
Experience of working in a family support role, visiting families in their own homes		X	X	X	X
Supporting the Scheme					
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees		X	X	X	
Experience of work in the voluntary sector or as a volunteer		X	X	X	
Ability to manage a project	X		X	X	
Awareness of need to work within a budget	X		X	X	
Ability to maintain accurate records	X		X		X
Ability to prepare reports and statistical information	X		X		X
Ability to plan and prioritise	X		X	X	
Awareness of Quality Assurance Evaluation systems		X		X	
Supporting families					
Understanding of the needs of families with young children including the challenges that some families might face	X		X	X	X
Parenting experience or similar	X		X	X	
Understanding the running of a Family Support Group		X	X	X	
Awareness of current legislation and policies relating to children and families	X		X	X	
Supervising Others					
Ability to lead and work as part of a team	X		X	X	X
Supervisory skills	X		X	X	
Knowledge of recruitment and selection procedures for staff and/or volunteers		X	X	X	
Ability to develop and deliver training	X		X	X	
Working in partnership and in the wider context					
Knowledge of the roles of agencies providing services for children and families		X	X	X	
Promotional skills		X	X	X	X

Presentation skills		X	X	X	X
Self management/personal attributes					
Good interpersonal skills including an ability to demonstrate empathy and emotional resilience	X			X	X
Commitment to following Home-Start's safeguarding practice	X		X	X	
Ability to manage and prioritise multiple tasks	X			X	X
A positive and creative approach to problem solving	X			X	X
Awareness of and commitment to equal opportunities and anti-discriminatory Practice	X		X	X	X
Ability and understanding of the need to maintain professional confidentiality	X		X	X	X
Good written and verbal communication skills	X		X	X	X
Negotiating skills	X		X	X	X
Commitment and loyalty to Home-Start principles and delivery of service	X			X	X
Special requirements					
Able to work flexibly, some evening or week-end work	X		X		
Willingness to access training opportunities	X		X		
Car driver with access and use of vehicle	X			X	
Willingness to agree to an Enhanced Criminal Records Bureau Check	X			X	
Eligibility to work in the UK	X			X	