

**Home-Start Deveron
Senior Coordinator
Person Specification**



Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start senior organiser/co-ordinator.

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

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

Person Specification – Senior Organiser/Co-ordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Minimum SVQ 3/ HND in Childcare or related subject	<input checked="" type="checkbox"/>		
Employment History			
Substantial experience in work with children and families	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Managing the scheme			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to manage a project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to undertake strategic management, planning and prioritising	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to source and secure funding & knowledge of the funding landscape	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of budget management and financial systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to process and collate information	<input checked="" type="checkbox"/>		
Ability to prepare reports and statistical information	<input checked="" type="checkbox"/>		
Supporting families			
Understanding of the needs of families with young children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of current legislation and policies relating to children and families	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Understanding of local support services available to families			
Managing Others			
Experience of managing teams of people & volunteers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of recruitment and selection procedures for staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of recruitment, selection, induction and management procedures for paid staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to develop and deliver training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Knowledge of the roles of agencies providing services for children and families	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Promotional skills / community engagement experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presentation skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self management/personal attributes			
Interpersonal skills			
A positive and creative approach to tackling tasks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Commitment to good safeguarding practice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Understanding of the need for professional confidentiality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Good written and verbal communication skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Negotiating skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training / meetings		<input checked="" type="checkbox"/>	
Willingness to access training opportunities		<input checked="" type="checkbox"/>	
Car driver	<input checked="" type="checkbox"/>		
Eligibility to work in the UK	<input checked="" type="checkbox"/>		

DESIRABLE			
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	<input checked="" type="checkbox"/>		
Experience of work in the voluntary sector or as a volunteer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of managing a project	<input checked="" type="checkbox"/>		