

PERSON SPECIFICATION

Post: CENTRE CO-ORDINATOR, FAMILY Visitor Centre at HMP Low Moss

The purpose of this specification is to identify the attributes required by applicants to perform the duties described in the job remit. These are identified as **essential**: those without which the job could not be performed adequately, or **desirable**: those which although not essential, could enhance job performance. The specification will be used for advertising and shortlisting purposes.

Attributes	Essential	✓	Desirable	✓
Qualifications	<ul style="list-style-type: none"> Relevant professional qualification e.g. health or social care 		<ul style="list-style-type: none"> Appropriate degree level qualification 	
Experience	<ul style="list-style-type: none"> Managing a team Working with disadvantaged or vulnerable families Working with volunteers Liaison with other agencies and partner organisations Representing employer 		<ul style="list-style-type: none"> Community work and case management Working in a prison environment Negotiation and advocacy# Working with children over the age of 5 years and teenagers 	
Knowledge and Understanding	<ul style="list-style-type: none"> Aware of priorities, needs and values for vulnerable families Professional attitude towards children and families, colleagues, other professionals and external contacts Quality management practice Knowledge of relevant sector documentation, current policies, including Child Protection and Health & Safety Communication processes and overcoming barriers Working to the service specification Current knowledge of welfare rights, benefits, housing and other social issues 		<ul style="list-style-type: none"> Recruitment and employment procedures Understanding of the importance of providing appropriate quality play and learning opportunities for children of all ages 	
Skills and Capabilities	<ul style="list-style-type: none"> Able to provide strong and effective leadership Able to build and develop effective relationships Ability to identify support needs of individuals and respond appropriately Capable of delivering information and advice and explaining options sensitively and clearly Provide a range of written reports in relation to work carried out Excellent verbal and written communication skills Effective organisation and prioritising of work 		<ul style="list-style-type: none"> Ability to constructively, sensitively and appropriately discuss and feedback progress with staff and other stakeholders 	

	<ul style="list-style-type: none"> • Ability to monitor and assess own performance in line with organisational priorities • Maintaining high standard of relevant IT skills • Able to work collaboratively with partner agencies 			
Values and Personal Commitment	<ul style="list-style-type: none"> • Value and respect the contributions of others • Non-judgemental, inclusive and welcoming approach • Value constructive feedback • Show commitment to achieving high standards and objectives • Demonstrate flexibility, initiative and self-reliance • Respect confidentiality • Understand and value fairness, diversity, social inclusion and anti-discriminatory practice • Value self by taking responsibility for own professional learning and development • Show a commitment to reflection, self-evaluation and self-development as a means of enhancing working practice and broadening expertise 		<ul style="list-style-type: none"> • Keen to share knowledge and information to the benefit of all stakeholders 	