

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Person Specification – Family Group Lead - Home-Start Glasgow North and North Lanarkshire

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post of Family Group Lead

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

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

Person Specification – Family Group Lead			
ESSENTIAL	Method of Assessment		
	A	I	E
Employment History			
Relevant previous or current employment or voluntary work, including of working with families with young children/ babies	✓	✓	
Supporting families			
Understanding of the needs of families with young children and parenting skills	✓	✓	✓
Experience of developing and delivering groups for families and children	✓	✓	
Experience of providing appropriate play opportunities to encourage children’s development and positive interaction between parent/carer and children	✓	✓	
Understanding of child development/milestones	✓	✓	
Knowledge of child protection procedures	✓	✓	✓
Knowledge of the roles of agencies providing services for children and families and ability to liaise with them	✓	✓	✓
Managing Others			
Ability to work as part of a team or on own	✓	✓	
Experience of managing others, eg staff, volunteers	✓	✓	
Ability to work effectively with volunteers assisting in the running of groups	✓	✓	
Ability to deliver training and briefing sessions for volunteers	✓	✓	
Experience of ensuring effective administration, monitoring and financial systems is in place, eg expenses	✓	✓	
Working in Partnership			
Experience of working with others and ability to confidently network	✓	✓	
Ability to work in partnership with external agencies developing trusting relationships and opportunities	✓	✓	

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Monitoring, evaluation, and service development			
Experience of monitoring and evaluating services	✓	✓	
Ability to work with Senior Management Team to reflect and develop new services as required	✓	✓	
Ability to develop new monitoring/evaluation systems if needed	✓	✓	
Experience of recording information and writing reports for Senior Management Team/Funders	✓	✓	
Experience of using IT systems, including Word, Excel, databases, Zoom and Teams and social media platforms	✓	✓	
Ability to work with others and share good practice	✓	✓	
Self-Management/Personal Attributes			
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	✓
A positive and creative approach to tackling tasks		✓	✓
Excellent interpersonal and communication skills	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Confident on social media platforms, including Facebook	✓	✓	
Excellent reflective listening skills	✓	✓	
Good time management skills and ability to prioritise tasks	✓	✓	
Special requirements			
Able to work flexibly/occasional evening		✓	
Willingness to access training opportunities		✓	
Car driver (Access to own car)	✓		
Eligibility to work in the UK	✓		
DESIRABLE			
Knowledge of agencies supporting children and families in Glasgow and Lanarkshire	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓	✓	