

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

Home-Start Glasgow North and North Lanarkshire Dad Matters Coordinator – Person Specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Dad Matters Coordinator

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

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

Person Specification – Dad Matters Coordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	x		
Employment History			
Relevant previous or current employment or voluntary work	x		
Support to Dads			
Understanding of the needs of families with young children/infants	x	x	
Awareness of the impact that poor parental mental health can have for dads during the perinatal period	x	x	x
Knowledge of early attachment and of the impact of parental mental health issues on the parent infant relationship	x	x	x
Knowledge of safeguarding issues/ Child protection	x	x	x
Knowledge of current legislation and policies relating to children and families	x	x	
Ability to facilitate groups	x	x	
Ability to engage with and consult dads from a range of backgrounds	x	x	x
Ability to use social media effectively and responsibly	x	x	
Recruiting & Managing Volunteers			
Knowledge of recruitment and selection procedures for volunteers/ staff	x		
Supervisory skills	x	x	
Ability to 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	
Promotional skills		x	x
Presentation skills		x	x
Supporting the work of Home-Start			

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Ability to prioritise and undertake planning	x	x	
Ability to process and collate information	x	x	
Experience of using outcomes measures	x	x	
Ability to prepare reports and statistical information	x	x	
Experience of using IT systems, including Word, Excel, databases, Zoom and Teams	x	x	
Self management/personal attributes			
Ability to thrive in a changing work environment	x	x	x
Good interpersonal skills		x	x
A positive and creative approach to tackling tasks		x	x
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	x	x	
Understanding of the need for professional confidentiality	x	x	
Good written and verbal communication skills	x	x	
Skills in managing barriers that dads may have to engagement	x	x	x
Ability to work as part of a team	x	x	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training	x	x	
Willingness to access training opportunities		x	
Ability to use audio-visual aids, computers and filming equipment		x	
Car driver	x		
Eligibility to work in the UK	x		

DESIRABLE			
Parenting experience (being a parent or having had responsibility for the ongoing 24-hour care of a child)	x		
Experience of a child on NICU	x		
Experience of work in the voluntary sector or as a volunteer	x	x	