

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

Person Specification – Senior Family Support Co-ordinator (North Lanarkshire)

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post of Senior Family Support 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 Family Support Co-ordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (HNC In Social Care, SVQ level 3 or equivalent experience)	✓	✓	
Experience of using IT systems	✓	✓	✓
Employment/ Volunteering History			
Previous or current employment or voluntary work, working with families and young children	✓	✓	
Experience of volunteering or working with volunteers	✓	✓	
Leadership and Management			
Proven experience of leadership/management at a senior level	✓	✓	
Strong ability to lead and manage work in relation to staff, families and volunteers	✓	✓	
Ability to undertake strategic management and development as well as delivery of objectives and commitments	✓	✓	
Ability to ensure all Home-Start policies and procedures are implemented and adhered to	✓	✓	
Ability to supervise and manage the work of Family Support Co-ordinators and Group Workers (and other employees as required), ensuring staff receive effective supervision, direction and opportunities for development.	✓	✓	
Excellent reflective listening skills	✓	✓	
Experience of identifying funding sources	✓	✓	
Experience of monitoring and evaluating services	✓	✓	
Experience of preparing reports			
Knowledge of recruitment and selection procedures for staff/ volunteers	✓	✓	
Good written, verbal and communication skills and understanding of confidentiality/GDPR	✓	✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	

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Ability to make and maintain appropriate working relationships, professional networks to maximise opportunities for funding and development	✓	✓	
Supporting families			
Understanding of the needs of families with young children	✓	✓	
Understanding of child development/milestones	✓	✓	
Knowledge and experience of safeguarding and promoting the welfare of children and vulnerable adults	✓	✓	
Knowledge of current legislation, policies and frameworks relating to children and families	✓	✓	
Experience of planning, managing, and supporting groups	✓	✓	
Managing Volunteers			
An understanding of the voluntary sector/benefits of volunteering	✓	✓	
Experience of recruiting, training staff/volunteers	✓	✓	
Ability to develop and deliver training	✓	✓	✓
Working in partnership			
Knowledge of agencies providing services for children and families	✓	✓	
Ability and experience in networking/connecting with others	✓	✓	✓
Experience of working as part of a team	✓	✓	✓

Special requirements			
Able to work flexibly, some evening or weekend work and occasional residential training		✓	
Willingness to access training opportunities		✓	
Car driver (Access to own car)	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Experience if using social media platforms	✓	✓	
Experience of Home-Start	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓	✓	