

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

Person Specification – Family Support Coordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Family Support Coordinator working to a Senior 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 – 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)	✓		
Employment History			
Relevant previous or current employment or voluntary work, including working with families	✓	✓	
Experience of working with volunteers	✓	✓	
Supporting the work of Home-Start			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Ability to think creatively	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
Ability to process and collate information	✓		✓
Ability to prepare reports and statistical information	✓		✓
Support for families			
Understanding of the needs of families with young children	✓	✓	
Understanding of child development/milestones	✓	✓	
Knowledge of child protection issues	✓	✓	✓
Knowledge of current legislation and policies relating to children and families	✓	✓	
Managing Volunteers			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for volunteers	✓	✓	✓
Ability to develop and deliver training	✓	✓	✓
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓

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Self management/personal attributes			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks		✓	✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Negotiating skills			
Good IT skills/social media	✓	✓	✓
Excellent reflective listening skills	✓	✓	
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			
Relevant experience/training in field	✓		
Experience of Home-Start	✓		
Experience of work in the voluntary sector or as a volunteer	✓	✓	