

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 | ✓ | ✓ | |