

## Person Specification – Family Support Co-ordinator



The Family Support Co-ordinator will be focused on family support work and recruiting, training and supporting volunteers. The will also be expected to contribute to the ongoing work of Home-Start Edinburgh.

Within this role, the post holder will required to demonstrate the following skills, abilities and attributes.

Skills, Abilities and Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Minimum of three highers or equivalent</li> <li>• National 5 English</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Diploma in a relevant field, or a relevant qualification (SCQF Level 7)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Good understanding of the needs of families with young children and child development</li> <li>• Previous experience of working with young children and families with a sound knowledge of current legislation, policies and frameworks relating to families and young children.</li> <li>• A good working knowledge and experience of Safeguarding Children and Vulnerable Adults</li> <li>• A good working knowledge of, and in experience of supporting and managing volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the voluntary sector</li> <li>• Experience of Home-Start</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• A positive and creative approach to tackling tasks</li> <li>• Flexibility to adapt work to suit changing needs of families</li> <li>• Ability to work on own initiative</li> <li>• Work in a spirit of openness, encouragement and enjoyment</li> <li>• Good oral and written communication</li> <li>• Ability to work as part of a team</li> <li>• Ability to record work and manage own time</li> </ul>	