

Person Specification - Senior Group and Events Lead

Essential and desirable skills, abilities, experience, knowledge, and special requirements.

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

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

| ESSENTIAL | Method of Assessment | |
|---|----------------------|---|
| | A | I |
| 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 with young children/ babies | ✓ | ✓ |
| | | |
| Supporting families | | |
| Understanding of the needs of families with young children and parenting skills | ✓ | ✓ |
| Experience of developing and delivering groups for families and children | ✓ | ✓ |
| Experience of organising events | ✓ | ✓ |
| Experience of providing appropriate play opportunities to encourage children's development and positive interaction between parents/carers and children | ✓ | ✓ |
| Understanding of child development/milestones | ✓ | ✓ |
| Knowledge of child protection procedures | ✓ | ✓ |
| Knowledge of the roles of agencies providing services for children and families and ability to liaise with them | ✓ | ✓ |
| | | |
| Managing Others | | |
| Ability to work as part of a team or on own | ✓ | ✓ |
| Experience of managing others, eg staff, volunteers | ✓ | ✓ |
| Ability to work effectively with volunteers assisting in the running of groups | ✓ | ✓ |
| Experience of ensuring effective administration, monitoring and recording systems (CRM) | | |

| | | |
|---|---|---|
| Working in Partnership | | |
| Experience of working with others and ability to confidently network | ✓ | ✓ |
| Ability to work in partnership with external agencies developing trusting relationships and opportunities | ✓ | ✓ |
| | | |
| Monitoring, evaluation and service development | ✓ | ✓ |
| Experience of monitoring and evaluating services | ✓ | ✓ |
| Ability to work with Senior Management Team to reflect and develop new services as required | ✓ | ✓ |
| Experience of recording information and writing reports for Senior Management Team/Funders | ✓ | ✓ |
| Experience of using IT systems and social media platforms | ✓ | ✓ |
| Ability to work with others and share good practice | ✓ | ✓ |
| | | |
| Self-Management/Personal Attributes | | |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | ✓ | ✓ |
| A positive and creative approach to tackling tasks | ✓ | ✓ |
| Excellent interpersonal and communication skills | ✓ | ✓ |
| Understanding of the need for professional confidentiality | ✓ | ✓ |
| Good written and verbal communication skills | ✓ | ✓ |
| Confident on social media platforms, including Facebook | ✓ | ✓ |
| Good IT skills, including Word, Excel, databases, Zoom | ✓ | ✓ |
| Excellent reflective listening skills | ✓ | ✓ |
| Good time management skills and ability to prioritise tasks | ✓ | ✓ |
| | | |
| Special requirements | | |
| Able to work flexibly/occasional evening | | ✓ |
| Willingness to access training opportunities | | ✓ |
| Car driver (Access to own car) | ✓ | |
| Eligibility to work in the UK | ✓ | |

| | | |
|---|---|---|
| DESIRABLE | | |
| Knowledge of agencies supporting children and families in Glasgow and Lanarkshire | ✓ | ✓ |
| Experience of work in the voluntary sector or as a volunteer | ✓ | ✓ |