



## Person Specification – Group Worker

The Group Work Co-ordinator will be focused on supporting our delivery of group work and also be expected to contribute to the effective day to day operation of Home-Start Edinburgh, including line sessional group workers and supporting volunteers.

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

	Essential	Desirable
<b>Education and Qualifications</b>	<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>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Microsoft 365 including Outlook, Excel and Word (or similar)</li> <li>• Group work dynamics</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> </ul>	<ul style="list-style-type: none"> <li>• Understanding regarding the Third (Voluntary) Sector</li> <li>• Trained to deliver peep, baby massage or other early years groups</li> <li>• Child development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working or volunteering as a member of a team</li> <li>• Working with child protection and safeguarding systems</li> <li>• Group work delivery or delivery of training to staff or volunteers</li> <li>• Experience of work or volunteering in mental health space</li> </ul>	<ul style="list-style-type: none"> <li>• Producing written reports to a high standard for external audiences</li> </ul>
<b>Personal Attributes</b>	<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</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 record work and manage own time</li> </ul>	