



## Person Specification

### Senior Co-ordinator (Evaluation & Impact)

The Senior Co-ordinator will be focused on family support work through our network of trained and supported volunteers. They will also be expected to contribute to the effective day to day operation of Home-Start Edinburgh, including line management for Family Support Co-ordinators.

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>• Understanding regarding the Third (Voluntary) Sector</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>• Child development</li> <li>• Volunteering practice</li> <li>• Change management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leading and managing a team</li> <li>• Use of databases and excel to manipulate and make sense of data</li> <li>• Experience engaging people who use services to ensure their voices are heard</li> <li>• Producing written reports to a high standard for external audiences</li> <li>• Networking with external stakeholders to meet the aims of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Quality assurance of service delivery</li> <li>• Working with child protection and safeguarding systems</li> <li>• Managing volunteers or experience of being a volunteer</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>• Ability to record work and manage own time</li> </ul>	