

Person Specification - Home-Start Trafford, Salford, Wigan Coordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post
This form also indicates how the different requirements may be assessed during the selection process:

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

| PERSON SPECIFICATION FOR COORDINATOR | | | |
|--|-----------------------------|---|---|
| ESSENTIAL | Method of Assessment | | |
| | A | I | E |
| EDUCATION, QUALIFICATIONS AND TRAINING | | | |
| Good general standard of education, (GCSE, NVQ, A Levels, Degree etc.) | ✓ | | |
| EMPLOYMENT HISTORY | | | |
| Relevant previous or current employment experience or voluntary work | ✓ | ✓ | |
| SCHEME OPERATION | | | |
| Knowledge of the voluntary sector and the roles and responsibilities of a board of trustees | ✓ | | |
| Ability to manage a project | ✓ | ✓ | |
| Ability to prioritise caseload | ✓ | ✓ | |
| Ability to process and collate information | ✓ | | |
| Ability to prepare reports and statistical information | ✓ | | |
| Advanced IT skills | ✓ | ✓ | |
| SUPPORTING FAMILIES | | | |
| Insight into and understanding needs of families with young children | ✓ | ✓ | |
| Knowledge of current legislation and policies relating to children and families | ✓ | ✓ | |
| MANAGING VOLUNTEERS | | | |
| Ability to lead a team of volunteers | ✓ | ✓ | |
| Supervisory skills | ✓ | ✓ | |
| Knowledge of recruitment and selection procedures for volunteers | ✓ | ✓ | ✓ |
| Experience and 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 and presentation skills | ✓ | ✓ | ✓ |
| SELF MANAGEMENT / PERSONAL ATTRIBUTES | | | |
| Ability to demonstrate empathy | ✓ | ✓ | |
| Ability to be managed by objectives | ✓ | ✓ | |
| Ability to liaise with referrers and network within the community | ✓ | ✓ | |
| A positive and creative approach to tackling tasks | ✓ | ✓ | ✓ |
| Knowledge of and commitment to Equal Opportunities and anti-discriminatory practice | ✓ | ✓ | |
| Understanding of the need for professional confidentiality | ✓ | ✓ | |
| Interpersonal skills | ✓ | ✓ | ✓ |
| SPECIAL REQUIREMENTS | | | |
| Ability to work flexibly, some evenings or weekends and occasional residential training | | ✓ | |
| Eligibility to work in the UK | ✓ | ✓ | |
| Willingness to access training opportunities | | ✓ | |
| DESIRABLE | | | |
| Experience of parenting, fostering or working with young children | ✓ | ✓ | |
| Experience of working in voluntary sector or as a volunteer | ✓ | ✓ | |
| Car Driver/current valid driving licence with use of own car | ✓ | | |
| Relevant professional training, for example, Health Visitor, Teacher, Social Worker, Child Carer | ✓ | ✓ | |
| Awareness of the needs of families from a variety of cultures and backgrounds | ✓ | ✓ | |