

**Person Specification – Full Time Home-Start Trafford, Salford & Wigan Coordinator  
Fixed Term Contract for 2 years (With a possible extension subject to funding)**



**Trafford,  
Salford & Wigan**

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

<b>PERSON SPECIFICATION FOR COORDINATOR</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	A	I	ST
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>			
Good general standard of education, (GCSE, NVQ, A Levels, Degree etc.)	✓		
<b>EMPLOYMENT HISTORY</b>			
Relevant previous or current employment experience or voluntary work	✓	✓	
<b>SCHEME OPERATION</b>			
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	✓	✓	
<b>SUPPORTING FAMILIES</b>			
Insight into and understanding needs of families with young children	✓	✓	
Knowledge of current legislation and policies relating to children and families	✓	✓	
<b>MANAGING VOLUNTEERS</b>			
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	✓	✓	
<b>WORKING IN PARTNERSHIP AND IN THE WIDER CONTEXT</b>			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional and presentation skills	✓	✓	
<b>SELF MANAGEMENT / PERSONAL ATTRIBUTES</b>			
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	✓	✓	✓
<b>SPECIAL REQUIREMENTS</b>			
Ability to work flexibly, some evenings or weekends and occasional residential training		✓	
Eligibility to work in the UK			
Willingness to access training opportunities		✓	
<b>DESIRABLE</b>			
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	✓	✓	