

Home-Start Cotswolds
Person Specification – Group Coordinator

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post.

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

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

Person Specification – Group Coordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 / A levels/BTEC or equivalent)	✓		
Employment History			
Minimum of 3 years' employment in a direct, frontline role supporting families	✓	✓	
Work experience in group delivery	✓	✓	
Experience in planning and delivering support group programmes	✓	✓	
Experience of supervising staff or volunteers in the workplace	✓		
Supporting families			
Understanding of the needs of families with young children	✓	✓	
A thorough understanding of safeguarding issues	✓	✓	
Knowledge of child development, family support and associated theories	✓	✓	
Knowledge of post-natal care and current practises	✓	✓	✓
Knowledge of mental health issues and perinatal mental health issues	✓	✓	✓
Knowledge of current legislation and policies relating to children and families		✓	
Managing Groupwork			
Ability to work as part of a team	✓	✓	
Ability to work on own initiative	✓		
Ability to plan and implement programme of groupwork			✓
Ability to prepare case studies and gather statistical information, including for monitoring and evaluation		✓	
Ability to process and collate information	✓		
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families, particularly in the perinatal period	✓	✓	
Promotional skills	✓	✓	✓

Presentation skills	✓	✓	✓
Self management/personal attributes			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks			✓
Commitment to good safeguarding practice	✓	✓	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Ability to prioritise and undertake planning	✓	✓	✓
Good IT skills, including the use of Microsoft products, social media and online platforms	✓		
Special requirements			
Parenting experience or a substantial understanding gained through an equivalent caring role	✓		
Willingness to work flexibly		✓	
Willingness to access training opportunities		✓	
Full UK driver's licence and access to a car	✓		
Eligibility to work in the UK	✓		
DESIRABLE			
Knowledge and experience of using recognised outcome measures and monitoring and evaluating systems.	✓		
Training/qualification relevant to support of families in the perinatal period and early parenthood.	✓		