

Home-Start Cotswolds

Person Specification – Family Group Coordinator (Maternity cover)

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.	✓		