

Home-Start Cotswolds

Person Specification – Family and Volunteer Coordinator

The following are the essential and desirable skills, abilities and experience, knowledge, and special requirements for the post of Home-Start Family and Volunteer Co-ordinator.

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

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

Person Specification – Family and Volunteer Co-ordinator working to a Senior			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education	✓		
Employment History			
Relevant previous or current employment or voluntary work, including working with families/training and supervising volunteers	✓	✓	
Ability to manage a project and keep records	✓	✓	
Ability to prioritise and undertake planning	✓	✓	✓
Ability to collate information and present reports	✓		
Supporting families			
Understanding of the needs of families with young children	✓	✓	✓
Parenting experience	✓	✓	
Knowledge of safeguarding children and vulnerable adults	✓	✓	✓
Knowledge of current legislation and policies relating to children and families	✓	✓	
Managing Others			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for volunteers	✓	✓	
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	✓	✓	
Presentation skills	✓	✓	✓
Self-management/personal attributes			
Interpersonal skills		✓	✓
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	✓	✓	
Good written and verbal communication skills	✓	✓	✓
Negotiating skills	✓	✓	✓
Special requirements			
Able to work flexibly		✓	
Willingness to access training opportunities		✓	
Car driver and owner	✓		
Eligibility to work in the UK	✓		
DESIRABLE			
Relevant training or qualification, e.g Health visitor, Mental Health Professional	✓		
Experience of work in the voluntary sector or as a volunteer	✓		