

Home-Start Stroud and Gloucester is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

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 Coordinator / Group Worker working to a Manager.

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 Coordinator / Group Worker working to a Manager			
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/group-work experience/training volunteers	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓		
Ability to manage a project and keep records	✓		
Ability to prioritise and undertake planning	✓		
Ability to collate reports and statistical information for the Scheme Manager	✓		
Supporting families			
Understanding of the needs of families with young children	✓		✓
Parenting experience	✓		
Knowledge of child protection issues	✓		
Knowledge of current legislation and policies relating to children and families	✓		
Knowledge of infant mental health and the importance of the first 1001 days	✓	✓	✓
Knowledge of perinatal mental health issues	✓	✓	✓
Experience of facilitating groups	✓	✓	✓
Managing Others			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓		
Knowledge of recruitment and selection procedures for volunteers	✓		
Ability to deliver training to volunteers	✓	✓	✓
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓		

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Presentation skills	✓	✓	✓
Self management/personal attributes			
Interpersonal skills		✓	✓
A positive and creative approach to tackling tasks	✓	✓	✓
Commitment to early intervention in family support	✓	✓	
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	✓	✓	
Eligibility to work in the UK	✓		
DESIRABLE			
Relevant professional training	✓	✓	

This role will require someone with their own car as much of the work involves visiting families and/or group settings.