

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

Person Specification – Home-Start Thriving Parents, Thriving Babies Co-ordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of a Home-Start Co-ordinator working to a senior worker.

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

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

ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓		
Employment History			
Relevant previous or current employment or voluntary work, including of working with families	✓	✓	
Supporting the work of Home-Start			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Ability to manage a project	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
Ability to process and collate information	✓	✓	
Ability to prepare reports and statistical information	✓	✓	
Supporting families			
Experience of working with families with complex needs including domestic abuse, mental illness, substance mis-use and learning difficulties	✓	✓	
Understanding of trauma and the impact of this on parenting capacity	✓	✓	✓
Experience of case planning processes, including report writing for case conference and court	✓	✓	✓
Experience of appropriately responding to safeguarding concerns, including a sound knowledge of social work and care proceedings	✓	✓	
Skills in managing barriers that families may have to engagement	✓	✓	✓
Ability to work within Early Help, Child in Need, Child Protection and referral processes	✓	✓	
Managing Others			
Ability to work as part of a team, including professionals from different services	✓	✓	
Knowledge of recruitment, selection and management procedures for staff and/or volunteers	✓	✓	
Ability to develop and deliver training for volunteers	✓	✓	

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An understanding of the needs of volunteers and the skills to support volunteers to provide safe and effective support to families with complex needs	✓	✓	
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	✓	✓	
Promotional skills	✓	✓	
Presentation skills	✓	✓	
Self management/personal attributes			
Ability to thrive in a changing work environment	✓	✓	
Ability to identify and pursue opportunities to develop this role	✓	✓	
Good 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	✓	✓	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training		✓	
Willingness to access training opportunities		✓	
Ability to use audio-visual aids, computers and filming equipment		✓	
Eligibility to work in the UK	✓		
DESIRABLE			
Relevant professional training, for example, Health Visitor, Teacher, Social worker	✓		
CTLTS or equivalent, or working towards	✓		
Experience of working with families where previous children have entered care proceedings	✓	✓	
Car driver	✓		