

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

Person Specification Family/Volunteer Co-ordinator

Essential, desirable skills, special requirements for the post of Big Hopes Big Future 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 – Part-Time Home-Start Co-ordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE at least 5 A*- C, or equivalent)	x		
Relevant qualification	x		
Employment History			
Relevant previous or current employment or voluntary work, including of working with families with young children	x	x	
Contributing to the work of the scheme			
Ability to manage a project	x	x	
Ability to prioritise and undertake planning	x	x	
Ability to process and collate information	x		x
Ability to prepare reports	x		x
Supporting young children			
Understanding the development needs of children under 5 years old	x	x	
Knowledge and training in safeguarding	x	x	x
Knowledge of current legislation and policies relating to children and families	x	x	
Parenting experience	x	x	
Managing Volunteers			
Supervisory skills	x	x	
Knowledge of recruitment and selection procedures for staff or volunteers	x	x	
Ability to develop and deliver training	x	x	

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Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families especially early years providers	x	x	
Promotional skills	x	x	x
Presentation skills	x	x	x
Self management/personal attributes			
Interpersonal skills		x	x
A positive and creative approach to tackling tasks			x
Commitment to good safeguarding practice	x	x	x
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	x	x	
Understanding of the need for professional confidentiality	x	x	
Good written and verbal communication skills	x	x	
Negotiating skills	x	x	x
Ability to work in and contribute to a team		x	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training		x	
Willingness to access training opportunities		x	
Car driver	x		
Eligibility to work in the UK	x		
DESIRABLE			
Relevant professional training, for example, Early Years Professional Status, Teacher,	x		
CTLLS or equivalent, or working towards	x	x	
Experience of work within Home-Start	x	x	