

Person Specification – Home-Start Dad Matters Co-ordinator

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Dad Matters 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 – Dad Matters Co-ordinator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	x		
Employment History			
Relevant previous or current employment or voluntary work	x		
Support to Dads			
Understanding of the needs of families with young children/infants	x	x	
Knowledge of the impact that poor parental mental health can have for dads during the perinatal period	x	x	x
Knowledge of early attachment and of the impact of parental mental health issues on the parent infant relationship	x	x	x
Parenting experience (being a parent or having had responsibility for the ongoing 24 hour care of a child)	x		
Knowledge of safeguarding issues	x	x	x
Knowledge of current legislation and policies relating to children and families	x	x	
Ability to facilitate groups	x	x	
Ability to engage with and consult fathers from a range of backgrounds	x	x	x
Ability to use social media effectively and responsibly	x	x	
Recruiting & Managing Volunteers			
Knowledge of recruitment and selection procedures for volunteers	x		
Supervisory skills	x	x	
Ability to deliver volunteer training	x	x	x
Working in partnership and in the wider context			
Knowledge of the roles of agencies providing services for children and families	x	x	
Promotional skills		x	x
Presentation skills		x	x
Supporting the work of Home-Start			

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Ability to prioritise and undertake planning	x	x	
Ability to process and collate information	x	x	
Experience of using outcomes measures	x	x	
Ability to prepare reports and statistical information	x	x	
Self management/personal attributes			
Ability to thrive in a changing work environment	x	x	x
Good interpersonal skills		x	x
A positive and creative approach to tackling tasks		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	
Skills in managing barriers that fathers may have to engagement	x	x	x
Ability to work as part of a team	x	x	
Special requirements			
Able to work flexibly, some evening or week-end work and occasional residential training	x	x	
Willingness to access training opportunities		x	
Ability to use audio-visual aids, computers and filming equipment		x	
Car driver	x		
Eligibility to work in the UK	x		

DESIRABLE			
Experience of a child on NICU	x		
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	x		
CTLTS or equivalent, or working towards	x		
Experience of work in the voluntary sector or as a volunteer	x	x	

Home-Start is committed to Equality of Opportunity and Diversity. We wish to encourage applications from all parts of the community irrespective of gender, race, colour, age, sexual orientation, or disability. Appointments will be based on merit, following an open and clear selection process.

Should we offer you the role we will conduct a number of employment checks which will need to be satisfied before a role can be formally offered. These include:

- the right to work in the UK. We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required information/documents.
- your suitability to work with children and adults at risk (sometimes known as a DBS). We do not ask for disclosure of criminal records during the application or interview process and not all offences will prevent you from working with us. If a criminal record check is required for a role, this will be stated clearly in the job advert, including the level of check required. We will only ask for a criminal records check at the point of job offer.

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