Person Specification – MIMs Family Co-ordinator.

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of 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

Person Specification Volunteer Co-ordinator.			
ESSENTIAL	**Method of Assessment**		
	A	**I**	**E**
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent) in relevant subject.	✓		
Employment History			
Relevant previous or current employment or voluntary work, including of working with families	✓	✓	
Managing the scheme			
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	✓	✓	
Awareness of budgets and financial systems	✓	✓	
Ability to process and collate information	✓		✓
Ability to prepare reports and statistical information	✓		✓
Supporting families			
Understanding of the needs of families with young children	✓	✓	
Parenting experience	✓	✓	
Knowledge of safeguarding issues	✓	✓	✓
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 staff and/or 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	✓	✓	
Promotional skills	✓	✓	✓
Presentation skills	✓	✓	✓
Self management/personal attributes			
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	✓	✓	
Negotiating skills	✓	✓	✓
Special requirements			
Able to work flexibly, some evening or week-end work.		✓	
Willingness to access training opportunities		✓	
Car driver	✓		
Eligibility to work in the UK	✓		

DESIRABLE			
Relevant professional training, for example, Health Visitor, Teacher, Social worker, Child carer	✓		
Knowledge or experience of early years / child development.	✓	✓	
Knowledge or experience of health promotion.	✓	✓	
Experience of project development.	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓	✓	