

## Family Support Coordinator

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

Person Specification	Essential	Desirable
<b>Education and qualifications</b>		
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓	
Qualification in Childcare of Similar (level 3 or above)		✓
<b>Employment History</b>		
A minimum of two years relevant previous or current employment or voluntary work, including of working with families	✓	
Working in an 'Early years' setting, including voluntary sector		✓
<b>General Skills</b>		
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	✓	
<b>Supporting families</b>		
Understanding of the needs of families with young children	✓	
Knowledge of safeguarding issues	✓	
Knowledge of current legislation and policies relating to children and families		✓

<b>Managing volunteers</b>		
Ability to work as part of a team	✓	
Supervisory skills		✓
Knowledge of recruitment and selection procedures for volunteers		✓
Ability to develop and deliver training		✓
<b>Working in partnership and in the wider context</b>		
Knowledge of the roles of agencies providing services for children and families	✓	
Promotional skills		✓
Presentation skills		✓
<b>Self-management/personal attributes</b>		
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	✓	
<b>Special requirements</b>		
Able to work flexibly, some evening or week-end work	✓	
Willingness to access training opportunities	✓	
Car driver and use of a car	✓	
Eligibility to work in the UK	✓	