**Person Specification –Family Support Coordinator**

Below are the essential and desirable abilities, experience, knowledge and special requirements

for the post of a Family Together Suffolk Family Support Co-ordinator.

You should be aware that the response to the Person Specification will be the

main shortlisting tool when submitting your application form.

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| **ESSENTIAL** | |
| Education and qualifications | |
| 1 | Good standard of education (GCSE, NVQ level 3 or equivalent) |
| 2 | A relevant qualification at NVQ level 3 or degree level including child development |
| Employment history | |
| 3 | Relevant previous, or current, employment identifying work with families |
| Supporting families | |
| 4 | Experience with children in a parental or caring role |
| 5 | Knowledge of child development |
| 6 | Experience of, and proven ability, to support families, especially vulnerable families. |
| 7 | Knowledge of current legislation and policies relating to children and families |
| 8 | Knowledge of the roles of agencies providing services for children and families |
| 9 | Experience in implementing Safeguarding policies and procedures |
| Working with volunteers | |
| 10 | Knowledge or experience of the voluntary sector |
| 11 | Knowledge of the recruitment, supervision and retention of volunteers |
| 12 | Knowledge of the relevance of ‘duty of care’ to volunteers and how to implement it |
| Self-management/ personal attributes | |
| 13 | Excellent interpersonal skills, both written and verbal, with people from a range of backgrounds |
| 14 | Presentation and promotion skills |
| 15 | Excellent self-administrative skills |
| 16 | Good standard of IT skills (Power Point, Excel, Outlook, data entry) and an ability to integrate the use of IT into the post |
| 17 | Ability to work autonomously, self-motivate and prioritise tasks with a positive and creative approach |
| 18 | Knowledge of, and commitment to, Equality, Fairness and Diversity and Confidentiality |
| 19 | Proven experience of working as part of a team |
| 20 | Ability to work flexibly – some evenings or weekends and occasional residential training (max 3 days) |
| 21 | Must be a driver with access to a vehicle |
| 22 | Must be eligible to work in the UK |
| **DESIRABLE** | |
| 23 | Experience of work as a volunteer |
| 24 | Experience in training others |