

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



Person Specification - Volunteer Coordinator

The table below sets out the essential and desirable skills, abilities, experience, knowledge and special requirements for the post of a Home-Start Coordinator.

Person specification: Coordinator		
E = Essential D = Desirable	E	D
Education and qualifications		
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓	
Employment History		
At least 3 years relevant previous or current employment or voluntary work, including of working with families	✓	
Supporting families		
Understanding of the needs of families with young children	✓	
Knowledge and experience of safeguarding issues	✓	
Experience of working with and supporting children and families		✓
Knowledge of current legislation and policies relating to children and families	✓	
Knowledge of the roles of agencies providing services for children and families and ability to liaise with them	✓	
Parenting experience	✓	
Experience of delivering groups for families and children		✓
Managing Volunteers		
Experience of managing volunteers		✓
Supervisory skills	✓	
Ability to develop and deliver training	✓	
Experience of work in the voluntary sector or as a volunteer		✓
Organisational skills		
Presentation and promotional 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	✓	
An ability to work independently and use initiative as required, whilst working to the common goals of the team	✓	
Ability to prioritise and undertake planning	✓	
Keep timely records, write reports	✓	
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	✓	

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