

Person Specification

Stay & Play Coordinator at Home-Start Portsmouth

The following table itemises the criteria which are required to perform effectively in the position.

POSITION REQUIREMENTS
Education and qualifications
Good standard of education – at least to GCSE standard or equivalent
Employment History and Experience
Paid or unpaid previous experience and achievements relevant to the role
Experience of and/or a good understanding of volunteering
Procedures
Experience of planning and organising own workload with a structured approach
Experience of processing and collating information and preparing reports
Experience of and ability to analyse, evaluate, review and change processes
Supporting families
Understanding the needs of families with young children
A supportive and non-judgemental attitude and approach
Managing Volunteers
Ability to work as part of a team
Supervisory and support skills
Ability to recognise, appreciate and deploy a range of skills in others
Working in partnership and in the wider context
Knowledge of the roles of agencies providing services for children and families (especially health workers)
Ability to form effective working relationships with key stakeholders
Ability to represent Home-Start in a variety of contexts
Self management/personal attributes
Excellent interpersonal and communication skills
A positive and creative approach to tackling tasks
Proactive and responsive with good problem-solving skills
Understanding of the need for professional confidentiality
Other requirements
Able to work flexibly and VERY occasional evening or weekend work
Car driver with access to a car
Eligibility to work in the UK

NB The successful candidate will be eligible to work in the UK and have a full driving licence as well as access to a car. Successful applicants will need to undertake an enhanced DBS check.

