



FAMILY COORDINATOR PERSONNEL SPECIFICATION

ESSENTIAL CRITERIA		HOW ASSESSED
QUALIFICATIONS & EXPERIENCE	Relevant Degree in Health, Early Years/ Early Childhood Studies, Psychology OR a Professional Qualification in Nursing, Midwifery, Health Visiting or Social Work	Application
	A minimum of three years relevant experience of working in the early years or family support sectors to include two years' experience working directly with parents and children	Application & Interview
	Experience of carrying out family assessments	Application & Interview
	Experience of successful partnership/interagency working	Interview
	A minimum of two years' experience of line management of staff to include managing staff, staff development, training and performance management	Application & Interview
	Experience of planning, developing and delivering community projects	Application
	Experience of quality monitoring, record keeping and report writing	Interview
	Experience of identifying local need and responding with appropriate services	Interview
KNOWLEDGE & UNDERSTANDING	Knowledge of the skills required in working with parents and children	Interview
	Knowledge of child development and factors affecting development	Interview
	Knowledge of the impact of deprivation on children and families	Interview
	Knowledge of early intervention and strategies for effective family support provision.	Application / Interview
	Knowledge of Child Protection issues, practices and procedures	Application / Interview
	Knowledge and commitment to the Sure Start Programme and its ethos	Interview

SKILLS & APTITUDES	Excellent written and oral communication skills to include the ability to produce written report and publicity materials & presentation skills including online and through social media.	Interview
	Ability to empathise with the needs of families and children and communicate with service users in an appropriate manner	Interview
	Ability to build and maintain effective working relationships with children, parents/carers, colleagues and a range of professionals	Interview
	Ability to plan strategically for the delivery of family support targets set out in the business plan and manage workload of team.	Interview
	Competent IT skills to include proficient use of MS Office and relevant communication programmes.	Interview
OTHER	The candidate must hold a full and current driving license valid in the UK with access to a car on appointment*	Application
	Willingness to work flexibly, including evenings and weekends	Application

*Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

DESIREABLE CRITERIA	HOW ASSESSED
Experience of planning and delivering training or facilitating evidence based parenting programmes eg Mellow or Incredible Years	Application & Interview
Experience of Working in the Colin area, identifying local need and responding with appropriate services.	Interview