

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



**Person Specification – SEND Family & Volunteer Co-ordinator**

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start SEND Family & Volunteer Co-ordinator working to a senior worker.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

<b>Person Specification – SEND Family Support Co-ordinator</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	<b>A</b>	<b>I</b>	<b>E</b>
<b>Education and qualifications</b>			
Good standard of education (HNC In Social Care, SVQ level 3 or equivalent experience)	✓		
SEND & Inclusive Practice or equivalent experience	✓		
<b>Employment History</b>			
Relevant previous or current employment or voluntary work, including working with families with SEND needs	✓	✓	
Experience of working with volunteers	✓	✓	
<b>Supporting the work of Home-Start</b>			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary Trustee boards	✓	✓	
Ability to prioritise and undertake planning	✓	✓	
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 who have SEND needs	✓	✓	✓
Understanding of child development/milestones	✓	✓	
Knowledge of child protection issues	✓	✓	
Knowledge of current legislation and policies relating to children and families	✓	✓	
Knowledge of services and legislation that supports families & individuals with SEND needs	✓	✓	✓
<b>Managing Others</b>			
Ability to work as part of a team	✓	✓	
Supervisory skills	✓	✓	
Knowledge of recruitment and selection procedures for volunteers	✓	✓	
<b>Working in partnership and in the wider context</b>			
Knowledge of the roles of agencies providing services for children and Families with SEND needs	✓	✓	✓
Promotional skills	✓	✓	

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

<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 equality, fairness, diversity and anti-discriminatory practice	✓	✓	
Understanding of the need for professional confidentiality	✓	✓	
Good written and verbal communication skills	✓	✓	
Negotiating skills		✓	
Good IT skills	✓	✓	
Excellent reflective listening skills	✓	✓	
<b>Special requirements</b>			
Able to work flexibly		✓	
Willingness to access training opportunities		✓	
Car driver (Access to own car)	✓		
Eligibility to work in the UK	✓		

<b>DESIRABLE</b>			
Ability to develop and deliver training/workshop	✓	☐	
Experience or knowledge of Home-Start	✓	✓	
Experience of work in the voluntary sector or as a volunteer	✓	✓	