

## **Person Specification**

### **Family Participation and Information Worker**

#### **Part A**

The following criteria (experience, skills and qualifications) will be used to short list at the application stage:

#### **Essential**

- Excellent communication skills and the ability to effectively communicate with a range of audiences
- Good written skills
- Ability to encourage and motivate others
- Ability to contribute to local partnerships and develop community involvement
- Ability to work in a multi-cultural community and to respond to a variety of needs
- Able to work on own initiative and as part of a multi-agency team
- Ability to think creatively and problem solve
- Ability to identify learning, training and support needs of local community members
- Ability to maintain confidentiality
- Ability to work in a flexible manner - some evening and weekend hours may be required
- Experience of working in a multi-disciplinary environment
- Experience of working in a supportive role with children and families
- An understanding of poverty and impact of poverty and stress on family life

#### **Desirable**

- Recognised qualification in a relevant discipline
- Able to react quickly to situations and respond appropriately
- Understanding of priorities for families and communities
- Ability to manage own workload and work on own initiative
- Knowledge of existing and impending local initiatives in relation to children and families
- Information technology skills; ability to use a variety of Microsoft Office packages.
- Experience of working in a culturally diverse community

#### **Part B**

The following criteria will be further explored at the interview stage:

#### **Additional Requirements**

DBS check

