# **PERSON SPECIFICATION: FAMILIES COORDINATOR POST REFERENCE: SR-107377**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Educated to a degree or NVQ Level 5 in a Sport/Child Development/Family related discipline (F)  Minimum of Level 2 NGB Award or equivalent (F) | Safeguarding and Protecting Children/Vulnerable Adults Training (F) (I)  First Aid Certificate (F)  Motivational Interviewing (F) |
| * **Work or other relevant experience** | Experience of working in a supportive capacity to give practical assistance to children and their families.  (F) (I)  Experience of staff management or supervision e.g. coaches and volunteers (F) (I)  Experience of applying for grants (F) (I)  Experience of budgetary management and control (F) (I)  Experience of planning programmes and demonstration of monitoring and evaluation (F) (I)  Experience of leading and facilitating family-based activity (F) (I)  Experience of partnership working with a range of partners (F) (I)  Experience of working in a supportive capacity to give practical assistance to children and their families (F) (I) | Marketing and promotion experience (F)  Experience of working in a childcare environment (F) (I) |

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| * **Skills, abilities, knowledge and competencies** | Excellent communication skills, verbal and written (report writing) (F) (I)  Ability to engage with and work effectively with families towards the successful implementation of relevant plans (F)  Knowledge of contribution sport and physical activity makes to other agendas e.g. health, social and education.  Knowledge of health and safety issues affecting sport and physical activity.  Knowledge of current funding to help develop family based initiatives.  Ability to assist in public consultation and engage positively with members of the public (F) (I)  Computer literate (Word, Excel) (F) (I)  Organised with the ability to manage heavy workloads and tight deadlines (F) (I)  Ability to work using own initiative and also as part of a team (F) (I) | Knowledge of external funding available both to local authorities and the wider community for family developments (F) (I)  Knowledge of Motivational Interviewing techniques (F).  Awareness of social issues families face (F)  Awareness of child development (F)  Nutritional awareness (F) |
| * + **General competencies** | Strong commitment to child/family development and how physical activity contributes positively (F) (I)  Evening and weekend working will be a key requirement based on engagement with families (F) (I) | Competency in making presentations to groups (F) (I)  Consultation techniques (F) (I) |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.