# **PERSON SPECIFICATION: FAMILIES ACTIVATOR POST REFERENCE: 107376**

**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)** | A Level or equivalent in Sport/Child Development/Family related discipline (F) | Degree or equivalent in Sport/Child Development/Family related discipline (F) (I)  Sport and physical activity delivery qualifications (F) (I)  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 planning programmes and demonstration of monitoring and evaluation (F) (I)  Experience of partnership working with a range of partners (F) (I) | Marketing and promotion experience (F) (I)  Experience of applying for grants (F) (I)  Experience of working in a childcare environment (F) (I)  Experience of facilitating activity sessions (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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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) |
| * **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 the contribution sport and physical activity makes to other agendas e.g. health, social and education (F) (I)  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) | Tieodeo  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)  Able to travel independently to access a variety of locations (F)  Driving licence holder (F) | Competency in making presentations to groups (F) (I)  Consultation techniques (F) (I) |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate E-Induction (e-learning)  Employee Protection Register  Health and Safety Awareness  Information Governance/Security Awareness  Safeguarding All (e-learning)  Equality and Diversity (e-learning)  Safeguarding Against Radicalisation - The Prevent Duty (e-learning)  First Aid  Manual Handling  Leisure Watch  Other post related training | Refreshed every 3 years    Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 3 years |

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.