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| **Essential** | **Desirable** |
| **Experience and Knowledge** |
| * Some experience of working in a paid or voluntary capacity with families and children.
 | * Experience of working in partnership with other agencies such as Health and Education.
* Experience of working with ‘hard to reach’ groups such as ethnic minority groups, asylum seekers, lone parents and teenage parents.
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| **Education and Qualifications** |
| * GCSE or equivalent grade C or above in Maths and English.
 | * First Aid certificate.
* Youth and Community qualification.
* Childcare or other relevant qualification or training
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| **Abilities and Skills** |
| * Ability to communicate effectively with a broad range of people.
* Good oral and written communication skills.
* Good organisational and planning skills.
* Basic computer skills (Microsoft Office, email and internet).
* Ability to maintain accurate records.
* Ability to offer support and information in a respectful and appropriate manner.
* Ability to organise own time and workload.
* An understanding of the principles of community work.
* Ability to motivate parents.
* Ability to appropriately direct people to other services as required.
* Ability to drive and have use of a car for work purposes.
* Ability to undertake work in different environments, i.e. family homes, groups, etc.
 | * An understanding of the issues related to disadvantaged sections of the community.
* Knowledge of the Every Child Matters framework and the Children’s Centre Agenda.
* Ability to speak a second language that reflects the local community.
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| **Traits and Characteristics** |
| * A carng and pleasant approach to wotk and people
* A positive approach to difficult situations and challenges
* Patience and consistency in working with children and adults
* Commitment to the children’s centre policies and to developing quality services
* Ability to work flexibly including occasional evenings and weekends.
* Ability to drive and have use of a car with business insurance.
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| **Circumstances** |
| * Ability to work flexible hours, which may include occasional weekends and evenings
* Fit to carry out all tasks associated with the post
* Ability to drive and have use of a car with business insurance.
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