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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. |
| **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 |
| **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. |
| **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. |  |
| **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. |  |