**A sun and rainbow painted on a white surface

AI-generated content may be incorrect.Person Specification**

**JOB TITLE**: Neutral Ground Co-Coordinator

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|  | **How measured** |
| **Education/Qualifications**  Qualification to GCSE or equivalent inc English and Maths  Volunteer Management Training | Application (E)  Application (D) |
| **Experience**  Experience of managing volunteers  Experience of child development and complex family circumstances  Significant practical experience of working with children and parents  Knowledge of and experience of dealing constructively with statutory agencies, the child safeguarding system, child care law or similar  Experience of involving service users in developing projects or services.  Experience of partnership working  Able to communicate well with referrers including the local Courts, social services and other contact centres.  Understanding and experience of child safeguarding and best practice  Experience of developing and delivering training  Fundraising experience | Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (D)  Application and interview (D)  Application and interview (E)  Application and interview (D)  Application and interview (E)  Application and interview (D)  Application and interview (D) |
| **Skills/Abilities/Knowledge**  **Able to recruit, train and confidently lead volunteers.**  Computer literacy inc word-, excel, formss, use of email internet and apps  Able to provide succinct reports for the Board of Trustees  Able to collect, analyse and monitor basic statistical data  Excellent written and verbal communication skills  Strong relationship and interpersonal skills  Ability to work and act autonomously and to set and monitor priorities for oneself and the service  Good planning and organisational skills  Excellent project management skills  Ability to undertake simple risk and needs assessments within Neutral Ground’s policy framework  Resilience and ability to manage within a challenging environment including sensitive and contentious situations arising from family tensions and histories of difficult personal relations. | Application and interview (E)  Application (E)  Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (E)  Application and interview (E) |
| **Other Requirements**  Clear enhanced DBS  Able to work flexibly, including on Saturdays and occasional evenings  Understanding of and willingness to work within an equal opportunities framework  Two independent and Positive references | Formal checks with DBS  Application and interview (E)  Nominated referees |