**Person Specification**

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

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|  | **How measured** |
| **Education/Qualifications**Qualification to GCSE or equivalent inc English and MathsVolunteer 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 parentsKnowledge of and experience of dealing constructively with statutory agencies, the child safeguarding system, child care law or similarExperience of involving service users in developing projects or services.Experience of partnership workingAble to communicate well with referrers including the local Courts, social services and other contact centres.Understanding and experience of child safeguarding and best practiceExperience 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 appsAble to provide succinct reports for the Board of TrusteesAble to collect, analyse and monitor basic statistical dataExcellent written and verbal communication skillsStrong relationship and interpersonal skillsAbility to work and act autonomously and to set and monitor priorities for oneself and the serviceGood planning and organisational skills Excellent project management skillsAbility to undertake simple risk and needs assessments within Neutral Ground’s policy frameworkResilience 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 DBSAble to work flexibly, including on Saturdays and occasional eveningsUnderstanding of and willingness to work within an equal opportunities frameworkTwo independent and Positive references | Formal checks with DBSApplication and interview (E)Nominated referees |