

PERSON SPECIFICATION

JOB TITLE: CEREDIGION PROJECT WORKER FAMILY CENTRE NETWORK

		Desirable/ Essential
Qualifications	Educated to degree level/QCF Level 5, and experience of working with children and families.	Essential
Knowledge and skills	Experience, Knowledge and understanding of the third sector and practice	Essential
	Experience of operational work and policies, procedures and quality assurance	Essential
	Ability to raise funds from grant making bodies.	Essential
	Ability to plan, prioritise and manage a varied workload in a pressured environment	Essential
	Knowledge of the aims, objectives and outcomes of family centre work	Essential
	Knowledge of the aims, objectives and ethos of the Families First and Flying Start programmes and other national developments of services for under 11	Essential
	A good knowledge of and/or experience in a wide range of children's service providers	Essential
	Excellent writing skills, sufficient to produce high quality reports	Essential
	Clear understanding of the financial systems of a family centre	Desirable
	Computer literate, particularly in the use of Windows applications including Word Processing, internet and email.	Essential
Experience of working in a bilingual service	Essential	

Personal characteristics	<p>Self-motivator, able to provide leadership with minimal direction.</p> <p>Have excellent interpersonal and communication skills, and the ability to lead and motivate staff and volunteers in an environment of change where high standards and sound judgements are required.</p> <p>Welsh speaking</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Other requirements	<p>Flexibility, including the willingness to adjust working hours to meet the needs of the centres</p> <p>Ability to travel to fulfil the requirements of the post</p>	<p>Essential</p> <p>Essential</p>
Equal Opportunities	Expected to make an active contribution towards the development of equal opportunities policy and practice both within the project and within the family centres	Essential
Christian basis	Able to work within a Christian context	Essential
Criminal convictions	Clearance with the Disclosure and Barring Service	Essential