



Person Specification Project Coordinator – After School Club Coordinator

Knowledge and Experience	
Essential	<p>Experience of working directly with children and young people with disabilities and complex support and their families</p> <p>Knowledge of issues relating to safeguarding of children and vulnerable adults</p> <p>Experience in leading others and able to demonstrate your ability to motivate and support colleagues</p> <p>Be able to demonstrate an ability to work to deadlines and targets</p> <p>Demonstrate an awareness of current statutory legislation, regulations and best practice including the Health and Social Care standards and the SSSC Codes of Practice</p>
Desirable	<p>Experience of working in the voluntary sector</p> <p>Knowledge and experience of recruitment, training and supervision</p> <p>A working knowledge of collating and analysing statistics</p>
Skills and Abilities	
Essential	<p>Excellent verbal and written communication skills with ability to produce clear and concise reports</p> <p>Excellent organisational skills</p> <p>Strength in using, developing and implementing techniques for monitoring and evaluation</p> <p>Strong leadership and group facilitation skills</p> <p>Ability to build effective relationships with children and young people, their family members and a range of stakeholders in our network</p> <p>Competent in IT (office 365, database use) and social media</p> <p>Driving license and access to a car for work purposes</p> <p>Be able to demonstrate an ability to assess and manage risk</p>
Desirable	<p>Confident in leading with difficult conversations</p>
Personal Qualities	
Essential	<p>Compassionate: Ability to sensitively support and enable others</p> <p>Empathetic: Understanding of the impact of disability on children and young people and their families</p> <p>Available to work flexible hours including evenings and weekend work with time off in lieu</p>



	<p>Enthusiastic, hardworking and a commitment to continuous learning and development</p> <p>Strength in multitasking and quickly adapting to change in challenging situations</p> <p>Creative, solutions focused, problem solver</p> <p>Motivated and responsive to the needs of others</p>
Desirable	Skilled at cooking/baking
Qualifications	
Desirable	Hold a tertiary qualification at SCQF Level 7 or above in a relevant field including Care, Nursing, Psychology, Social Work, Sociology or Teaching. This list is not prescriptive