

**Children's Centre Co-ordinator - Arlesey
 PERSON SPECIFICATION**

	Essential	Desirable
Education / Qualifications	NVQ Level 4 or equivalent in a relevant area of Childrens Services.	NPQICL First Aid qualification Food Hygiene Certificate
Experience	Experience of delivering sustainable community services. Experience of Multi-agency group models. Able to demonstrate use of planning tools. Experience of promotion and consultation.	Experience of preparing service delivery plans. Experience of evaluating, monitoring and reviewing services. Experience of working in an Early Years setting.
Knowledge	Knowledge of Children's Centre Strategy. An understanding of, and commitment to, equality principles and practices. Knowledge of relevant legislation for the post, safeguarding practices and the needs of young children and families and their application in Children's Services settings.	Understanding of Workforce development models. Knowledge of Every Child Matters Framework. Knowledge of Early Years Foundation Stage. Understanding of community development delivery. Knowledge and experience of area local to the Children's Centre.
Skills & Abilities	Project management Skills Competent IT skills Ability to network and engage community and professionals. Excellent personal organisation Ability to communicate supportively, tactfully and objectively with parents/ carers, children and other staff Have a proactive and flexible approach to service delivery in order to meet the needs of the community	Ability to self manage Ability to motivate self and others

Disposition	<p>Approachable and adaptable</p> <p>Calm and effective when working with others</p> <p>Understand the need to have a business focus to achieve outcomes</p>	
General	<p>Car driver with clean licence and business insurance</p> <p>Ability to travel within the defined areas for the Children's Centres</p>	<p>Willingness to undertake wider travel if necessary</p> <p>Willingness to undertake further training if required</p>