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Stepping out into the Community with Compassion to meet Local Need

**PERSON SPECIFICATION – FAMILY PROJECTS CO-ORDINATOR**

In general, we are looking for an enthusiastic and motivated person with a passion for supporting children and their families in line with Footprints in the Community values

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| **PERSON SPECIFICATION** | **ESSENTIAL OR DESIRABLE** |
| **Skills and abilities** |  |
| Excellent organisational skills | E |
| Good verbal and written communication | E |
| Ability to communicate effectively with a range of people and deal sensitively with enquiries | E |
| Experience of working with children and families | E |
| Ability to input and extract data from database systems | E |
| Good level of IT skills, and the ability to use a range of software such as Excel and Microsoft Word. | E |
| Experience of planning activities suitable for a range of age groups | E |
| Evidence of safeguarding knowledge and appropriate training | E |
| Experience of working within the Voluntary Sector | D |
| Experience of working with and supporting volunteers | D |
| Experience of applying for funding | D |
| Experience of working with partner organisations | D |
| Knowledge of Lamplight and ATLAS databases | D |
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| **Personal Qualities** |  |
| Excellent communication and listening skills with clear professional boundaries. | E |
| Polite and friendly manner | E |
| Honest and reliable | E |
| Willingness to learn and undertake training | E |
| Self-motivated and able to work both independently and as part of a team. | E |
| Ability to recognise personal limits and seek guidance and/or support in a timely manner. | E |
| Good sense of humour | E |

**Hours and Place of Work**

25 hours per week

The charity is based within central Redcar – 10 Queen Street, TS10 1DY

**Salary**

NICVA Scale 5 Point 12 £23,478 per annum pro rata (£12.90 per hour – based on a 35-hour full time week)

**Holidays**

5 weeks paid holiday per year plus Bank Holidays (pro rata)