**Weekend Co-Ordinator** Description: Cadwyn-Support-e-signature

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE**  **(nice to have)** |
| **Qualifications** | * A good standard of general education to include literacy and numeracy |  |
| **Experience** | * Working with people with a range of support needs. * Engaging and consulting with a range of people and acting on their feedback. | * Experience of working in a Psychologically Informed Environment * Experience of developing activities for a range of people * Experience and or knowledge of Restorative Approaches * Experience of working with families experiencing homelessness |
| **Knowledge** | * Adverse Childhood Experiences (ACE’s) and their impact * Violence against women, domestic abuse and sexual violence * Safeguarding of both adults and children (POVA & Child protection) | * Knowledge of the Housing Support Grant * Knowledge of legislation linked to support, housing management issues and children’s issues |
| **Skills** | * Competent using Microsoft Word, Excel, outlook to an intermediate level * Excellent organisation and planning skills * Strong communication skills, with the ability to tailor content to the meet individual needs |  |
| **Personal Attributes / Abilities** | * Ability to work under pressure and deal with changing, varied priorities * Ability to work with minimal supervision * The ability to manage/resolve challenging situations in a sensitive manner * Adheres to guidelines and procedures * Commitment to reflective practice with a view to continuous improvement |  |