**Weekend Co-Ordinator** 

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** **(nice to have)** |
| **Qualifications** | * A good standard of general education to include literacy and numeracy
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| **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
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| **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
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| **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
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| **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
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