**PERSON SPECIFICATION**

**Post Title: Parent Family Support Advisor Grade: 12**

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| 1. **Qualifications** | |
| **Essential** | **Desirable** |
| Evidence of continued professional development to update skills and knowledge.  NVQ Level 3 or equivalent in relevant area.  GCSE’s (or equivalent) minimum of 5 grade A\* – C to include English and Maths at grade C.  Full driving Licence (Use of own vehicle with travel allowance provided) | Educated to A Level standard or equivalent.  Ability to present complex information.  Knowledge and understanding of School systems.  Understanding of the Common Assessment Framework and the role of Lead Professional. |
| 2. **Work Experience** | |
| **Essential** | **Desirable** |
| Experience in parent/family work.  Experience of working in an education and/or social care setting.  Experience of working **with** the broad range of services for children, young people and families in health, education and social care. | Experience of working in a multi-agency and multi-disciplinary environment.  Experience of delivering parenting programmes. |
| **3. Knowledge / Skills** | |
| **Essential** | **Desirable** |
| Excellent communication and interpersonal skills.  Ability to work to tight deadlines and prioritise workload.  Ability to work on own initiative within the remit of the action plan.  Ability to act as a facilitator within meetings with key stakeholders.  Ability to think originally and creatively and to translate ideas into practice and policies into action.  Ability to identify, plan for and manage risks to ensure successful completion of projects.  Competent in using ICT software applications including word, excel and outlook. | Ability to present complex information  Knowledge and understanding of School systems  Understanding of the Common Assessment Framework and the role of Lead Professional |
| 4. **Personal Attributes** | |
| **Essential** | **Desirable** |
| Ability to work flexible hours and outside normal office hours.  Commitment to work in partnership with schools and other service providers.  Ability to empower other people.  Self-starter with the resilience to manage conflicting deadlines.  Demonstrates a clear understanding and commitment to safeguarding and promoting the welfare of children. |  |