

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 3 in a relevant subject or equivalent	Early Years and Childcare	E
Degree in a relevant subject or equivalent	Early years and Childcare	D
Trainer qualification	Further Education or Adult Trainer	D
Evidence of further study and/or personal development activities	Early Years and Childcare	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Up to date knowledge of the sector	Recent experience and up to date knowledge of holiday scheme and/or wrap around practice including playwork and what constitutes the inclusion of children with SEND.	Essential
Statutory legislation and guidance	Detailed and up to date knowledge of the statutory requirements and guidance relating to the HAF Programme and the wider early years and childcare sector	Essential
Vulnerable groups	A working understanding of the challenges for children in vulnerable groups and proven experience of responding to and supporting their needs	Essential
Skills		
Planning and Organisation	The ability to plan and keep high-priority tasks in focus in the face of other conflicting pressures and priorities.	Essential
Flexible and self-motivated	Ability to work flexibly in a variety of contexts, be self-motivated, self-confident and enthusiastic	Essential
Communication	Proven strong communication skills (both written and spoken) with children and adults. Ability to impact positively when faced with conflictual situations	Essential
Interpersonal Skills	The ability to form and maintain positive working relationships with a wide range of people such as your organisation, providers, partners, local communities and other relevant organisations.	Essential

Confidentiality	Ability to remain sensitive and maintain confidentiality in all situations	Essential
Problem-solving and creative thinking	The ability to solve complex problems and to foresee and take appropriate, corrective action to address potential problems	Essential
IT	Proven IT skills with Microsoft Office, including Excel, Word and PowerPoint.	Essential
Challenge	Ability to provide challenge to meet both statutory and quality requirements.	Essential
Confidence	Self-confident and enthused, but knows when to ask for support	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Working with school age children	Post qualification work experience with school age children in a Playwork setting	Essential
Parent engagement	Demonstrable experience of working with parents and carers and providing support and guidance	Essential
Multi-agency working	Experience of partnership working with a mix of agencies from the public, private and/or voluntary sector.	Essential
Community work	Experience of working with a range of community groups	Essential
Training delivery	Experience and confidence with developing and facilitating training to a range of audiences	Desirable
Research and data	Experience of undertaking research and data analysis	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks ✓

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid √	Field	Remote	Mobile
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