

## Family Wellbeing Coordinator - PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSED
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Ability to carry out an initial assessment of individual needs and to devise and initiate appropriate care plans, with family members</li> <li>• Ability to develop, organise and run well-being sessions, programmes and activities effectively</li> <li>• Ability to work with individuals and groups</li> <li>• Ability to provide sessions online as well as face to face.</li> <li>• High level of interpersonal / communication skills</li> <li>• Ability to be an active listener</li> <li>• Ability to recognise individual needs and respond effectively</li> <li>• Ability to communicate effectively and appropriately with a range of stakeholders</li> <li>• Ability to provide oral and written information in a clear, structured and balanced way, appropriate to the audience</li> <li>• Excellent organisational skills</li> <li>• Ability to cope with multiple demands on time</li> <li>• Ability to manage time effectively and prioritise workload</li> <li>• Ability to deal with emotive situations</li> <li>• Ability to maintain resources and place orders</li> <li>• Car driver</li> </ul>	<ul style="list-style-type: none"> <li>• Desk based research using the internet</li> <li>• Knowledge of research-based literature</li> <li>• Welsh Speaker</li> </ul>	Interview Certificates
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working with children and families – minimum 1 year</li> <li>• Experience of working with children and families in difficult situations e.g. illness and bereavement</li> <li>• Experience of coordinating</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with multi-disciplinary teams</li> <li>• Working knowledge of databases</li> <li>• Experience of Continued Professional Development in previous roles</li> </ul>	Application Interview

	<ul style="list-style-type: none"> <li>service delivery</li> <li>• Experience of organising and managing activities</li> <li>• Experience of working within professional boundaries</li> </ul>		
KNOWLEDGE	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) C grade or above in English and Maths</li> <li>• Appropriate higher-level qualification in a relevant field</li> <li>• Demonstrated understanding of emotional well-being, trauma and the effects on families</li> <li>• Safeguarding knowledge and training</li> <li>• Knowledge of The Joshua Tree Charity</li> <li>• Knowledge of other relevant local services, organisations and agencies</li> <li>• IT training/good level of IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• IT training/good level of IT skills</li> <li>• Counselling skills</li> <li>• Understanding of the needs of children and their families after diagnosis, during and post treatment</li> <li>• First Aid training/qualification</li> </ul>	Application Interview
PERSONAL ATTRIBUTES AND REQUIREMENTS	<ul style="list-style-type: none"> <li>• Warm, friendly, open and caring way of being</li> <li>• Demonstrated commitment to service development</li> <li>• Sense of humour</li> <li>• Reliable, loyal and trustworthy</li> <li>• Enjoys working in a team</li> <li>• Flexible and resilient</li> <li>• Able to work evenings and weekends</li> </ul>		Application Interview References

The post holder will be expected to adhere to The Joshua Tree's ethos and values.