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# Services & Engagement Coordinator

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# Person Specification

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## Role Title - Services & Engagement Coordinator

We are seeking someone who is passionate about family and in particular the importance of the male role model within it. You will be an excellent communicator, facilitator and networker who can inspire and motivate a team of staff and volunteers. As well as being able to deliver a supportive series of interventions to men and boys you will also have proven organisational ability and coordination skills.

## Key Skills

Ability to plan, organise and manage a new and innovative project

Strong interpersonal skills with the ability to deal with vulnerable families as well as liaising with other professionals.

Ability to communicate effectively; including presentational, written and oral skills.

Ability to work in a team environment and manage staff and volunteers

Computer skills

## Personal Attributes

To value and believe in people; being non-judgmental, impartial and confidential

To value relationships and in particular, within the family, the role of the father

To lead and work as part of a team in an unsupervised environment

To be a problem solver who can work under pressure and to deadlines

To be empathic, caring, nurturing, encouraging and supportive to those around you

To act honestly and with integrity

## Training or understanding of

Facilitating groups

Parenting theory and practice

Young people

Working with men (in particular fathers)

## Reporting to

Man & Boy Director

## We want to: •

- Raise self-esteem in boys
- Support and encourage men as role models
- Empower boys to reach their full potential in school, work, and family, and to contribute positively in their local communities.

## We value: •

- Family and the role of the father
- Acting honestly and with integrity
- Taking personal responsibility
- Believing in people
- Enabling others to achieve their full potential

